

Student Transfer Evaluation Results

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

We are pleased to provide you with the evaluation results for the transfer application of **[Student's Full Name]**, who applied for admission into the [specific program/department] for the [academic year/semester].

Academic Progress Evaluation

The following criteria were assessed during the transfer evaluation process:

- **GPA:** [Insert GPA]
- **Completed Coursework:** [List relevant courses]
- **Extracurricular Activities:** [List activities]
- **Recommendations:** [Summary of recommendations]

Results of Evaluation

After careful consideration, we are pleased to inform you that [Student's Full Name] has been granted transfer admission based on the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

Please advise **[Student's Full Name]** to complete the necessary enrollment procedures by [insert deadline]. Should you have any questions or require further information, feel free to contact us at [insert contact information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Institution's Name]

[Institution's Contact Information]