

# Transfer Application Confirmation

Date: [Insert Date]

Dear [Applicant's Name],

We are pleased to inform you that we have received your transfer application to [New Program/Department Name] at [Institution's Name].

Your application is currently under review, and we will notify you of our decision by [Insert Date]. If you have any questions or need further assistance, please feel free to contact our office.

Thank you for your interest in continuing your studies with us.

Sincerely,

[Your Name]

[Your Position]

[Institution's Name]

[Contact Information]