

# Acknowledgment of Transfer Application

Date: [Insert Date]

To,

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are writing to formally acknowledge the receipt of your transfer application submitted on [Insert Submission Date]. We appreciate your interest in joining [New Institution/Department Name] and your desire to further your academic or professional journey with us.

Your application is currently under review, and we will notify you of the outcome by [Insert Notification Date]. Should you have any questions during this period, please do not hesitate to reach out to us.

Thank you for your interest, and we wish you the best of luck with your application.

Sincerely,

[Your Name]

[Your Position]

[Institution/Organization Name]

[Contact Information]