

Transfer Credit Evaluation Appeal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Office of Admissions

[University Name]

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formally appeal the evaluation of my transfer credits conducted on [date]. My name is [Your Name], and my student ID is [Your Student ID]. I transferred from [Previous University Name] where I completed [Number] credits in [Course/Program Name].

Upon reviewing my evaluation, I noticed that [explain the specific reason for the appeal, such as a course not being credited, incorrect credit amount, etc.]. I believe that this course should be eligible for transfer credit because [provide rationale and supporting evidence, such as course syllabi, descriptions, etc.].

I respectfully request a re-evaluation of my credits based on the information provided. I am eager to continue my education at [University Name] and believe that my previous courses align well with the academic curriculum.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]