

Admission Interview Request for Transfer Applicants

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Title/Position]

[University/College Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a prospective transfer student interested in applying to [University/College Name] for the [term/year]. I am writing to formally request an interview as part of the admission process.

I am particularly drawn to [University/College Name] because of [specific reasons or programs that interest you]. I believe that an interview would provide an opportunity for me to discuss my experience and academic goals in further detail.

Could we possibly schedule a time that is convenient for you? I am available on [insert several options of dates and times], but I am happy to adjust to accommodate your schedule.

Thank you for considering my request. I look forward to the opportunity to speak with you.

Sincerely,

[Your Name]