

Early Decision Application for Community College Transfer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Admissions Office

[Community College Name]

[College Address]

[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am writing to formally express my intent to apply for early decision transfer to [Community College Name] for the [insert semester and year, e.g. Fall 2024] semester. I am currently a student at [Current College/University Name] majoring in [Your Major] and wish to enhance my academic pursuits while contributing to the vibrant community at [Community College Name].

After thorough research and personal reflection, I believe that [Community College Name] offers the ideal environment and resources that align with my educational goals. I am particularly drawn to [specific program or feature of the college] and the opportunities it presents for my academic and professional growth. Furthermore, I have demonstrated my commitment to my studies by [mention relevant achievements or experiences].

Please find attached my completed application form along with my academic transcripts, letters of recommendation, and personal statement. I appreciate your consideration of my application and look forward to the possibility of joining [Community College Name] as a committed and enthusiastic student.

Thank you for your time and attention. I hope to hear from you soon.

Sincerely,

[Your Name]