

Early Decision Application for Transfer Students

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Office of Admissions]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my intent to apply for transfer admission to [University Name] under the Early Decision option for the [insert academic term, e.g. Fall 2024] semester. As a current student at [Current University Name], I have developed a deep admiration for [University Name] and I see it as the ideal environment to further my education.

My academic journey has allowed me to [briefly describe your academic background and achievements]. I am particularly drawn to [mention any specific program, faculty, or aspect of the university that appeals to you]. I believe that transferring to [University Name] will enable me to [describe your educational and career goals].

I understand the commitment of applying for Early Decision and fully acknowledge that it is binding. I am prepared to withdraw my applications from other institutions upon receiving an offer of admission from [University Name].

Thank you for considering my application. I am eager to become a part of the [University Name] community and contribute positively to it. Should you need any further information, please do not hesitate to reach out.

Sincerely,

[Your Name]