

Letter of Application for Community College Transfer

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Admissions Office
Community College Name
College Address
City, State, Zip Code

Dear Admissions Committee,

I am writing to formally apply for a transfer to [Community College Name] for the [Desired Term, e.g., Fall 2023] semester. I am currently a student at [Current College Name] where I am pursuing a degree in [Current Major].

Due to [reason for transfer, e.g., personal, academic, or geographical reasons], I believe transferring to [Community College Name] will provide me with the resources and opportunities necessary to achieve my academic goals. I am particularly impressed by [mention any specific programs, faculty, or opportunities that attract you to the new college].

I have maintained a GPA of [Your GPA] and have been involved in [mention any clubs, organizations, or activities]. I believe that my academic performance and my commitment to the community will contribute positively to [Community College Name].

Attached to this letter are my transcripts and application materials. I appreciate your consideration of my application and look forward to the opportunity to contribute to the [Community College Name] community.

Thank you for your time and consideration.

Sincerely,
Your Name