

# Transcript Evaluation Request for Academic Credit Transfer

Date: [Insert Date]

To: [Insert University/Institution Name]

Office of Admissions

Address: [Insert Address]

Dear Admissions Officer,

I hope this message finds you well. My name is [Your Name], and I am writing to formally request an evaluation of my transcripts from [Insert Previous Institution Name] for the purpose of transferring academic credits to [Insert Current Institution Name].

I have attached the official transcripts from my previous institution along with this request. I believe that the courses I have completed align closely with the curriculum offered at [Insert Current Institution Name], and I would greatly appreciate your assistance in evaluating the potential transfer of these credits.

My student ID at [Insert Current Institution Name] is [Insert Student ID], and I hope to bring my academic background into my current program, [Insert Current Program Name]. Should you require any further information or documentation, please do not hesitate to contact me at [Insert Your Email Address] or [Insert Your Phone Number].

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]