

Transcript Evaluation Request

Date: [Insert Date]

[Your Name] [Your Address] [City, State, Zip Code] [Your Email] [Your Phone Number]

Office of Admissions [University/College Name] [Office Address] [City, State, Zip Code]

Dear Admissions Office,

I hope this message finds you well. My name is [Your Name], and I am writing to formally request the evaluation of my academic transcripts as part of my application process for transfer to [University/College Name].

I have completed coursework at [Current Institution Name] and request that my transcripts be evaluated for potential transfer credits towards my desired program of study in [intended major] at your institution.

Attached to this email are the following documents for your review:

- Official transcripts from [Current Institution Name]
- Course descriptions and syllabi (if available)
- My completed transfer application

Please let me know if there are any additional materials needed to facilitate this evaluation. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to my request.

Sincerely,

[Your Name]