

# Transfer Credit Evaluation Request for Advanced Placement Courses

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

Office of Admissions

[University/College Name]

[University/College Address]

[City, State, ZIP Code]

Dear Admissions Office,

I am writing to formally request an evaluation of my advanced placement (AP) courses for transfer credit to [University/College Name]. As a prospective student, I have completed several AP courses during my high school education and believe that the knowledge and skills obtained will contribute significantly to my studies at your institution.

Below is a list of the AP courses I have completed along with the scores received:

- AP Course Name 1 - Score: [Score]
- AP Course Name 2 - Score: [Score]
- AP Course Name 3 - Score: [Score]

I have attached my official AP score report for your review. I kindly request that you evaluate my AP coursework for potential transfer credit towards my intended program.

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

Sincerely,

[Your Name]