

Transfer Credit Evaluation Request

Date: [Insert Date]

To: [Name of the Admissions Office or Transfer Credit Advisor]

[Name of College/University]

[Address]

[City, State, Zip Code]

Dear [Name or Title],

I hope this message finds you well. My name is [Your Name], and I am currently a student at [Your Current College/University]. I am writing to formally request a transfer credit evaluation for my coursework completed at [Name of Community College].

I have completed the following courses that I believe are eligible for transfer:

- [Course Name and Code] - [Credits Earned]
- [Course Name and Code] - [Credits Earned]
- [Course Name and Code] - [Credits Earned]

Attached to this letter, you will find the official transcripts from [Name of Community College] and course descriptions for your review.

I appreciate your assistance with this matter and look forward to your timely response.

Thank you for your attention to my request.

Sincerely,

[Your Name]

[Your Student ID]

[Your Email Address]

[Your Phone Number]