

Transfer Credit Evaluation Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Admissions Office

[University Name]

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formally request a transfer credit evaluation for my previous coursework as I apply for the [specific Graduate Program] at [University Name].

I have completed the following courses at [Previous Institution Name]:

- [Course Name 1] - [Credits] - [Grade]
- [Course Name 2] - [Credits] - [Grade]
- [Course Name 3] - [Credits] - [Grade]

Please find attached the syllabi and official transcripts for your review. I believe these courses align with the curriculum at [University Name] and hope they will qualify for transfer credit consideration.

Thank you for your time and assistance in evaluating my request. I look forward to your favorable response.

Sincerely,

[Your Name]