

Transfer Credit Evaluation Request for Military Training

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Institution Name]

[Office of Admissions/Registrar]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a transfer credit evaluation for my military training and experiences as part of my application to [Institution Name]. I am a [Your Branch] veteran and have completed various training programs that I believe should be eligible for academic credit.

Attached are the relevant documents, including my military transcripts and course descriptions. I request that these materials be evaluated for potential transfer credits towards my intended program of study.

Thank you for your attention to this matter. I look forward to your response regarding the evaluation of my military training.

Sincerely,

[Your Name]

[Your Student ID] (if applicable)