Transfer Credit Evaluation Request

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Institution's Name]

[Insert Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an evaluation of transfer credits for my non-traditional coursework as part of my application to [Insert Program/Institution Name].

Below are the details of the coursework I have completed:

- Course Title: [Insert Course Title]
- Institution Name: [Insert Institution Name]
- Completion Date: [Insert Completion Date]
- Quarter/Term: [Insert Quarter/Term]
- Credit Hours: [Insert Credit Hours]
- Description: [Insert Course Description]

In addition to these courses, I have included all necessary documentation including transcripts, course syllabi, and any supporting materials for your review.

I appreciate your attention to this matter and look forward to your response regarding the transfer credit evaluation process for my non-traditional coursework. Should you require any further information, please do not hesitate to contact me at [Insert Your Phone Number] or [Insert Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip]

[Your Phone Number]

[Your Email Address]