

# Transfer Credit Evaluation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Office of Admissions

[University/College Name]

[University Address]

[City, State, Zip Code]

Dear Admissions Office,

I hope this message finds you well. I am writing to formally request a transfer credit evaluation for courses I have completed online at [Name of Institution].

The courses I completed are as follows:

- **Course Title:** [Course Name] | **Credits:** [Number of Credits] | **Semester Completed:** [Semester/Year]
- **Course Title:** [Course Name] | **Credits:** [Number of Credits] | **Semester Completed:** [Semester/Year]

I have attached the official transcripts and course syllabi for your review. I believe these courses align well with your institution's curriculum, and I would appreciate your consideration of transferring these credits towards my degree program.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]