

# Transfer Credit Evaluation Request for Professional Certifications

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Institution/Organization Name]

[Institution Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an evaluation of my professional certifications for potential transfer credit to [specific program or course] at [Institution/Organization Name].

The certifications I hold include:

- [Certification Name 1] - [Issuing Organization] - [Date Earned]
- [Certification Name 2] - [Issuing Organization] - [Date Earned]
- [Certification Name 3] - [Issuing Organization] - [Date Earned]

Attached to this letter, you will find the necessary documentation supporting my request, including copies of my certifications and any relevant course descriptions.

I appreciate your consideration of my request and look forward to your response. Should you require any additional information or documents, please feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]