

# Transfer Credit Evaluation Request

Date: [Insert Date]

To:

[Evaluator's Name]

[Department/Office]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Evaluator's Name],

I hope this message finds you well. My name is [Your Name], and I am an undergraduate student at [Your University], majoring in [Your Major]. My student ID is [Your Student ID]. I am writing to formally request a transfer credit evaluation for courses I completed at [Previous Institution Name].

The following courses were completed successfully at [Previous Institution Name]:

- [Course Name 1] - [Course Code] - [Credits Earned]
- [Course Name 2] - [Course Code] - [Credits Earned]
- [Course Name 3] - [Course Code] - [Credits Earned]

I have attached the official transcripts and course syllabi for your review. I believe that these courses align well with my current program requirements and would greatly assist me in my educational journey at [Your University].

Please let me know if you require any additional information or documentation. Thank you for considering my request. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Email Address]

[Your Phone Number]

[Your University]