

# Letter of Intent to Transfer University Degree Program

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[University Name]  
[Department Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my intent to transfer from [Current University Name] to [Target University Name], specifically to the [Target Degree Program] program. After careful consideration, I believe that this program aligns better with my academic and career goals.

Throughout my time at [Current University Name], I have gained valuable knowledge and experience in [Briefly describe relevant coursework or experiences], but I have realized that [Explain reasons for the transfer]. I am particularly impressed by [Mention specific aspects of the target program or university].

I have attached my academic transcripts, a statement of purpose, and letters of recommendation to support my application. I am eager for the opportunity to contribute to and learn from [Target University Name].

Thank you for considering my application. I am looking forward to your positive response.

Sincerely,  
[Your Name]