

# University of Example

## Department of Example

Date: [Insert Date]

[Your Name]  
[Your Student ID]  
[Your Current Department]  
[Your Email Address]  
[Your Phone Number]

To,  
The Head,  
[Target Department Name]  
University of Example

Subject: Request for Departmental Transfer for Academic Improvement

Dear [Head's Name],

I am writing to formally request a transfer from the [Current Department] to the [Target Department Name] for the upcoming academic term. I believe this change is essential for my academic improvement and aligns more closely with my career goals.

During my time in the [Current Department], I have developed a strong interest in [specific area of interest related to target department]. However, I have encountered challenges that I believe can be better addressed through the resources and curriculum offered in [Target Department Name].

I am eager to enhance my knowledge and skills in [specific subjects or areas], and I am confident that a transfer will provide me with the necessary support and opportunities to achieve my academic goals.

I kindly request your consideration of my transfer application. I am happy to provide any additional information or documentation needed to facilitate this process.

Thank you for your attention to my request. I look forward to your positive response.

Sincerely,  
[Your Name]