

Departmental Transfer Request

Date: [Insert Date]

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

To:
[Department Head's Name]
[Target Department Name]
[University Name]
[University Address]

Dear [Department Head's Name],

I am writing to formally request a transfer from the [Current Department Name] to the [Target Department Name] at [University Name]. I am currently pursuing a degree in [Current Degree Program], and after careful consideration, I believe that transitioning to [Target Degree Program] will better align with my career aspirations.

My interest in [Target Department/Career Field] has grown significantly due to [briefly explain the reason, e.g., internships, classes]. I am eager to acquire more specialized skills and knowledge that will prepare me for a successful career in this field.

I appreciate the support that the [Current Department Name] has provided during my studies, but I believe this transition is essential for my professional growth. I am confident that my background in [relevant skills or experiences] will allow me to contribute positively to the [Target Department Name].

Thank you for considering my request. I would appreciate the opportunity to discuss this matter further and provide any additional information you might need.

Sincerely,
[Your Name]