

Departmental Transfer Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Department Head's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Department Head's Name],

I hope this message finds you well. I am writing to formally request a transfer from the [Current Program Name] to the [Desired Program Name] due to my dissatisfaction with my current program.

Despite my efforts to engage with the curriculum and resources available, I have found that the program does not align with my academic and career goals. [Optional: Briefly explain your specific reasons for dissatisfaction, such as course structure, teaching methods, or lack of opportunities].

After careful consideration, I believe that transferring to [Desired Program Name] would provide me with a better fit for my interests and aspirations. I am confident that this program will offer the relevant courses and support that I am seeking.

I kindly request your consideration of my transfer application and would appreciate any guidance on the next steps in the process. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Student ID Number]