

# Departmental Transfer Request

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a transfer from the [Current Department] to the [Target Department] for the upcoming academic term. My decision to seek this transfer is driven by my deepening relationships with faculty members and my growing interest in the research and academic opportunities within the [Target Department].

Throughout my time at [Current Department], I have gained valuable insights and knowledge; however, after engaging with faculty members like [Faculty Member's Name], I have discovered a strong alignment between my academic goals and the research initiatives in the [Target Department]. I am enthusiastic about the potential for collaboration and further development in this area.

Enclosed are my academic transcripts and any additional documentation required for this transfer request. I would greatly appreciate your consideration of my application, and I am happy to provide any further information if needed.

Thank you for your time and consideration. I look forward to the possibility of contributing to and growing within the [Target Department].

Sincerely,

[Your Name]  
[Your Student ID]