

Departmental Transfer Request

Date: [Insert Date]

[Your Name]

[Your Student ID]

[Your Current Department]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a transfer from the [Current Department Name] to the [Desired Department Name] due to personal relocation reasons.

Due to [briefly explain your reasons for relocation, e.g., family commitments, financial considerations], I believe that transferring to the [Desired Department Name] will better align with my current circumstances and academic goals.

I have thoroughly researched the courses and faculty in the [Desired Department Name], and I am very enthusiastic about the opportunity to continue my studies in this environment. I believe that this transfer will significantly enhance my academic experience and support my professional aspirations.

I kindly request your consideration for my transfer to the [Desired Department Name]. I am willing to discuss this matter further and provide any additional information if needed.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Contact Information]