

Departmental Transfer Request

Date: [Insert Date]

[Your Name]
[Your Student ID]
[Your Current Department]
[Your Contact Information]

To,
[Recipient's Name]
[Recipient's Title]
[University Name]
[Department Name]
[University Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a transfer from my current specialization in [Current Specialization] to [Desired Specialization] within the [Department Name] at [University Name].

My decision to transfer is motivated by [briefly explain the reason for the transfer, such as a change in career goals, interests, or academic performance]. I believe that specializing in [Desired Specialization] aligns more closely with my academic and career aspirations.

I have consulted with my academic advisor, [Advisor's Name], who supports my request and believes that this change will enhance my educational experience.

I would greatly appreciate your consideration of my request. Thank you for your time and support.

Sincerely,
[Your Name]