

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

[Date]

[Department Head or Admissions Officer Name]
[Target Department Name]
[University Name]
[Campus Address]

RE: APPLICATION FOR INTERNAL TRANSFER TO [TARGET PROGRAM NAME]

Dear [Title and Last Name],

I am writing to formally request a transfer from the Department of [Current Department] to the Department of [Target Department], effective for the [Semester/Year] academic term. Currently a [Year of Study, e.g., Sophomore] in good academic standing, I have reached this decision after careful reflection on my academic goals and long-term career aspirations.

My interest in [Target Field] has developed through [mention specific coursework, projects, or research]. While my time in [Current Department] has provided a strong foundation in [Skill/Subject], I find that my aptitude and passion align more closely with the curriculum offered by your department, specifically in areas such as [Specific Area of Interest].

I have already completed [Number] credit hours that are applicable to the [Target Program] requirements, including [Course Name] and [Course Name], in which I earned [Grades]. I have also consulted with my current academic advisor, [Advisor Name], regarding my transition plan to ensure all departmental prerequisites are addressed.

I am eager to contribute to the [Target Department] community and am confident that my background in [Current Major] will provide a unique interdisciplinary perspective to my studies in [Target Major]. Thank you for your time and for considering my application for transfer.

Sincerely,

[Your Signature]
[Your Printed Name]