

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

[Date]

Transfer Admissions Committee
Department of Software Engineering
[University Name]

Subject: Internal Transfer Request to Bachelor of Science in Software Engineering

Dear Members of the Admissions Committee,

I am writing to formally request a transfer from the Department of [Current Department] to the Department of Software Engineering, effective for the [Semester/Year] academic period. My academic performance in [Current Major] has provided a strong foundation, but my professional goals have increasingly aligned with software architecture and development.

During my time at [University Name], I have completed several relevant courses, including [Course Name 1] and [Course Name 2], where I maintained a GPA of [GPA]. My interest in software engineering is driven by [Specific Interest, e.g., Full-stack Development, Systems Design, or AI Integration]. I have also engaged in independent projects such as [Project Name/Brief Description] to strengthen my programming proficiency in [Languages/Tools].

The Software Engineering program at this institution is specifically suited to my goals because of its focus on [Specific Program Strength/Lab/Curriculum Feature]. I am confident that my analytical background and technical aptitude will allow me to contribute effectively to the department and succeed in the rigorous curriculum.

Thank you for your time and for considering my application. I have attached my current transcript and a portfolio of my technical work for your review. I look forward to the possibility of discussing my transition further.

Sincerely,

[Signature/Typed Name]