

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

[Admissions Officer Name or "Transfer Committee"]  
[Target Department/College Name]  
[University Name]

Dear [Contact Name or Selection Committee],

I am writing to formally request an internal transfer from the [Current Department] to the [Target Department] to pursue a degree in [Target Program Name], effective for the [Semester/Year] term.

Since enrolling at [University Name], I have maintained a GPA of [Current GPA]. My interest in [Target Major] has grown through [mention specific course, research, or extracurricular experience]. I believe my academic background in [Current Major] has provided me with a foundation in [mention skill/subject], which I intend to apply toward my studies in your department.

My long-term career goals involve [briefly describe goal], and I am confident that the curriculum offered by the [Target Department] is the ideal environment to help me achieve these objectives. I have already completed the following prerequisite courses for this transfer: [List courses].

Thank you for considering my application. I look forward to the possibility of joining the [Target Department] community.

Sincerely,

[Your Signature]

[Your Printed Name]