

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

[Name of Department Head or Admissions Chair]
[Target Department Name]
[University Name]

Dear [Name or "Admissions Committee"],

Subject: Application for Internal Transfer to [Target Major/Program]

I am writing to formally request a transfer from the [Current Department] to the [Target Department] beginning in the [Semester/Year] term. After completing [Number] semesters at [University Name], I have identified a strong alignment between my academic goals and the curriculum offered by the [Target Major] program.

My interest in [Target Field] developed through [mention specific course, project, or academic experience]. During my time in the [Current Department], I have maintained a GPA of [GPA] and excelled in foundational courses such as [Course Name] and [Course Name], which have prepared me for the rigors of your program.

The [Target Major] program at [University Name] is particularly appealing to me because of [mention specific faculty, research area, or unique program feature]. I am eager to apply my background in [Current Skillset] to the specialized study of [Target Subject] and contribute to the academic community within your department.

I have met with my current academic advisor and reviewed the transfer requirements to ensure a seamless transition. I am confident that my academic track record and dedication to [Target Field] make me a strong candidate for this transfer.

Thank you for your time and for considering my application. I look forward to the possibility of continuing my academic journey within the [Target Department].

Sincerely,

[Your Signature]
[Your Printed Name]