

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

[Date]

[Registrar Name or Admissions Officer]
[Target Department/Faculty Name]
[University Name]

RE: Application for Intra-University Transfer to [Target Program Name]

Dear [Name or Department Head],

I am writing to formally request a transfer from the [Current Program] to the [Target Program], effective for the [Semester/Year] academic period. I am currently a [Year level, e.g., Sophomore] in good academic standing with a cumulative GPA of [GPA].

My interest in [Target Program] has developed through [mention specific course, project, or career goal]. While my time in [Current Program] has provided a strong foundation in [mention a skill], I have realized that my academic strengths and professional aspirations align more closely with the curriculum offered by the [Target Department].

I have already completed several prerequisite courses, including [Course Name] and [Course Name], in which I earned [Grades]. I am confident that my academic background and commitment to this field will allow me to integrate seamlessly into the new program and contribute positively to the department.

Attached to this letter are my current transcripts and the required transfer forms. I welcome the opportunity to discuss my application further in an interview. Thank you for your time and for considering my request.

Sincerely,

[Signature]
[Printed Name]