

[Your Full Name]

[Current Student ID Number]

[Current Major/Department]

[Email Address]

[Phone Number]

[Date]

[Name of Department Head or Admissions Committee]

[Target Department/Program Name]

[University Name]

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

Dear [Name of Contact or Admissions Committee],

I am writing to formally request an internal transfer from the [Current Department] to the [Target Department] beginning in the [Semester/Year] academic term. Currently a [Freshman/Sophomore/Junior] with a cumulative GPA of [X.XX], I have determined that my academic interests and professional goals align more closely with the curriculum offered by your program.

My interest in [Target Major] developed through [mention specific course, project, or experience]. During my time in the [Current Department], I have gained foundational skills in [Skill A] and [Skill B], which I believe will allow me to contribute effectively to your program. [Briefly explain why the new major is a better fit for career aspirations].

I have already completed the following prerequisite courses for the major:

- [Course Name/Number] - [Grade]
- [Course Name/Number] - [Grade]

I am eager to bring my dedication and academic background to the [Target Department]. Thank you for considering my application and for your time in reviewing my academic record.

Sincerely,

[Your Signature (if printed)]

[Your Typed Name]