**School Transfer Request Letter Sample**

Cassandra Lancaster
2355 Hill Top Road
Renner, Connecticut 91284

William Struthers
Dean of Admissions
Belmont University
782 East Road
Southland, Connecticut, 91253

DATE
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RE: Transfer Certificate

Dear Mr. William Struthers,

With all due respect, I am writing you to inform you that I am unable to continue with my present courses at Belmont University. Recently, I discovered my true passion for journalism instead of engineering, even though I’m currently maintaining a 3.96 GPA in engineering.

​Unfortunately, I am just not that interested in the engineering field and what it has to offer. Therefore, I believe it’s in my own best interest to pursue a field that I truly care about rather than only putting forth a half-hearted effort in something I find rather monotonous.

As a result, I am respectfully asking you to issue me a formal transfer certificate as soon as possible. I already have admission to a premier journalism institute where I’ll need to readily submit my documents as well as the transfer certificate.

Thank you for all your help.

Sincerely,

(sign your name here)

Cassandra Lancaster