**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  
​  
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