From,

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (date on which letter is written)

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

My name is \_\_\_\_\_\_\_\_\_\_\_\_ a student in the faculty of \_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_ University. I am grateful for giving me an opportunity to pursue a course in this university and start my journey towards a successful career in \_\_\_\_\_\_\_\_\_\_\_\_.

I hereby write this letter to request for a transfer to the faculty of \_\_\_\_\_\_\_\_\_\_\_\_ and study the \_\_\_\_\_\_\_\_\_\_\_\_ course. I was enrolled in the \_\_\_\_\_\_\_\_\_\_\_\_ course but after taking a summer job at \_\_\_\_\_\_\_\_\_\_\_\_, I have had a change of heart. I believe my passion lies in the field of \_\_\_\_\_\_\_\_\_\_\_\_ rather than the one I was enrolled into.

I will start classes on \_\_\_\_\_\_\_\_\_\_\_\_ for the first semester and I wish to transfer to the school of \_\_\_\_\_\_\_\_\_\_\_\_. I believe that I will do better in the course I have a passion for. I will do my best to pursue a career in this field.  Meanwhile, I will fill the necessary school transfer forms and submit to the admission department for consideration.

I will highly appreciate your consideration of my transfer request on a priority basis.

Thank you very much.

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)