DATE

To

[Recipient Name]

Dear [Recipient Name,

I have always been a very diligent student. I have been interested in arts from a young age. I was fortunate enough to get encouragement from the people around me for pursuing my passion. I took admission in (name of the college) on (mention month and date) to study bachelors in (name of the degree). I studied hard and my mark sheet approves of my statement. Due to my brilliance in academic performance, a professor asked me to participate in a summer art convention that was due to be held on (state the month).

Despite only a limited number of seats, I got the opportunity to be a part of the art convention organized by (mention the name of the society or Institute). I got an exposure to the different majors of arts. I was able to try my luck in understanding the sculpture making and that too by (mention name of the person) who is a well-known name both nationally and internationally. This inspired me to pursue my career in sculpture making instead of painting.

My degree at (mention name of the college) would not help me specialize in sculpture making as it is more inclined towards providing a basic overview of (name the subject or major). I talked about my interest in sculpture making with a professor of mine and he suggested that transferring my course from my current college (name of the college) to (mention the name of the other college) would be the best option for me.

I visited the college (name of the college) on (mention date and month) and had a detailed meeting with (name of the person). (Name of the person) is the one in charge of looking at all the student admissions this year. He told me it was possible for me to transfer my course from (name of the college) to (name of the college) if the admission committee seems to think that I meet the admission criteria of the college.

I, therefore, through this letter would request you to allow me to transfer my course from (name of the college) to (name of the college) and pursue my dream. I assure you that the reason for this transfer is purely academic and there are no hidden motives behind my decision.

I hope that after looking at my credentials and the reference letters from my professors I would be allowed to transfer my course from (name of the college) to (name of the college) and restart my studies with a better future.

Sincerely,

[Your Name]