DATE

To

[Recipient Name]

Dear [Recipient Name,

My name is (state your name here). I am writing this letter to ask permission for transferring my course (name of the course) from (name of the college) to (name of the college). I am currently a student of (name of the degree) at (name of the college) since (mention month and year).

I started my degree in (name of the degree or subject) as I have always been interested in (name of the subject) and I had a desire to pursue my career in this field. However, after I got admission in (name of the college) I realized although the college offers the degree in (name of the subject) yet it does not focus on the majors I am interested in i.e. (name of the subjects you would like to take).

The college (name of the college) offers majors like (state the majors offered by the current college) which are no doubt some of the best subjects to pursue a career in. For one complete year, I tried to persuade myself in developing an interest in the offered majors but to my dismay, I couldn’t achieve this goal.

This left me with no motivation to further study and complete my degree. My professor observed this conduct of mine and asked me to get a student counseling. After the counseling, I realized I need to transfer my course to a college that offers my desired majors so that I can pursue my original goal.

I came to know of (name of the college) from a professor of mine. I visited the college and had a discussion with the person in charge of student admissions this year. I was told that it is possible for me to transfer my course from (name for the college) to (name of the college) before the start of the next academic session. Through following this procedure, I would be able to save my academic year and continue my studies at (name of the college).

I request the admission authorities to approve my request for college transfer so that I can pursue my career in (name of the major) and succeed in life. I shall be grateful to you for this assistance. Please contact me on the details mentioned below for any sort of inquiry. Looking forward to a positive response.

Sincerely,

[Your Name]