

Transfer Request Due to Relocation

Subject: Transfer Application Due to Family Relocation

Dear Admissions Team,

I am applying for transfer admission to [University Name] for the [semester] term due to my family's relocation to [city/state]. I am currently a [year] student at [Current University] with a major in [major] and a GPA of [GPA].

My family is moving to [location] because of [parent's job transfer/family circumstances], making it impractical for me to continue at my current institution. I have thoroughly researched [University Name] and am impressed by your [specific program or department] offerings.

I have completed [number] credit hours and am on track to graduate in [expected graduation date]. I am eager to continue my studies without interruption and believe [University Name] will provide an excellent environment to complete my degree.

All required documents, including transcripts and test scores, are enclosed with this application. I am available for an interview at your convenience and would be happy to provide any additional information needed.

Thank you for your consideration.

Best regards,

[Your Name]

[Student ID]

[Phone/Email]

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