

Email Inquiry for Transfer Admission

Subject: Inquiry About Transfer Application Process

Dear Admissions Counselor,

I hope this message finds you well. I am currently a sophomore at [Current College Name] and am considering transferring to your institution to complete my undergraduate degree. Could you please share the requirements and process for transfer applications?

I am particularly interested in whether credits from my current coursework will be transferable and how they will apply toward my degree program. I would also appreciate guidance on deadlines and whether additional recommendation letters are needed.

Thank you for your support, and I look forward to your guidance.

Best regards,

[Your Name]

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