

# Sample Recommendation Letter for Transfer Student Admission

[Your Name]  
[Your Title/Position]  
[Department, if applicable]  
[School/Organization Name]  
[School/Organization Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

Admissions Committee  
[Name of Target Institution]  
[Office of Undergraduate Admissions, or appropriate department]  
[Institution Address]  
[City, State ZIP Code]

Dear Admissions Committee,

I am pleased to write this letter of recommendation on behalf of **[Student's Full Name]**, who is seeking to transfer to your esteemed institution for the upcoming academic term. As [Student's] [Professor/Advisor/Teacher] at [Current School Name] for the past [duration], I have had the opportunity to observe their academic journey and personal growth firsthand.

During [his/her/their] time at our institution, [Student's First Name] consistently demonstrated exceptional diligence, motivation, and adaptability in the classroom. [He/She/They] excelled academically, maintaining a strong GPA while actively engaging in [list specific subjects, projects, or extracurricular activities relevant to the new program]. [Student] is not only intellectually curious, but also exhibits critical thinking and the ability to solve complex problems independently and collaboratively.

Beyond [his/her/their] academic achievements, [Student's First Name] is an active contributor to our campus community. [He/She/They] has participated in [clubs, volunteer work, leadership roles, or other relevant activities], which showcases [his/her/their] leadership, empathy, and interpersonal skills. [Student's First Name] has always approached new challenges with a positive attitude and a willingness to learn, traits that I am confident will serve [him/her/them] well at your institution.

What sets [Student's First Name] apart is [his/her/their] genuine passion for [intended field of study or career goals] and [his/her/their] drive to take full advantage of the opportunities your university provides. [He/She/They] has proactively sought out resources to further [his/her/their] knowledge and consistently strives for excellence in all endeavors.

In conclusion, I wholeheartedly recommend **[Student's Full Name]** for transfer admission to [Target Institution Name]. I am confident that [he/she/they] will not only thrive academically but will also be an asset to your campus community. Should you require any additional information, please do not hesitate to contact me.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Department/School]