



Ref. No.:

POKHARA UNIVERSITY  
FACULTY OF SCIENCE AND TECHNOLOGY  
**SCHOOL OF ENGINEERING**



Kaski, Nepal

Date:

Pokhara University

Subject: Application for Transfer to

Dear

I hope this letter finds you well. I am writing to formally apply for a transfer to  
from my . I have thoroughly researched and considered the programs  
and opportunities offered at , and I believe that a transfer would greatly  
benefit my educational and career goals.

Currently, I am enrolled in pursuing a  
in . While I have gained valuable knowledge and experiences during my time  
here, I have come to the decision to transfer to . The reason for my  
transfer is as follows:

I have thoroughly evaluated the transfer requirements and have ensured that I meet all the necessary  
criteria for admission into

Thank you for considering my application. I look forward to the possibility of becoming a part of the  
esteemed academic community at . Should you require any further  
information or documentation, please do not hesitate to contact me. I have also included my contact  
details below.

Yours sincerely,

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Program Coordinator    College Head    Program Coordinator    College Head    Dean  
Pokhara University