To

The Principal

Subject: Request for Credit Transfer for NPTEL Course on Business Intelligence and Analysis

Respected Sir/Madam,

I am writing to respectfully request a credit transfer for the NPTEL course titled **“Business Intelligence and Analysis”** that I have successfully completed. I believe that the knowledge and skills acquired during this course align closely with the academic objectives of our institution and will significantly enhance my learning in the domain of business analytics.

The NPTEL course provided comprehensive coverage of topics such as data warehousing, data mining, decision support systems, and advanced analytical techniques, which are crucial in today’s data-driven business environment. I have attached my course completion certificate and detailed course syllabus for your review.

I kindly request you to consider my application for credit transfer towards my academic requirements. I am confident that the expertise gained from this course will contribute to my academic growth and professional competence in the field of business intelligence.

Thank you for your time and consideration. I look forward to your positive response.

Yours sincerely,

[Your Name]  
[Your Enrollment Number/Student ID]