

Academic Records Request Letter

Subject: Request for Academic Records

Dear Principal [Name],

I am writing to request copies of my academic records, including [specific documents, e.g., transcripts, mark sheets, certificates] for the purpose of [reason, e.g., higher studies, job application].

Kindly let me know the procedure and fees, if any, for obtaining these records.

Thank you for your assistance.

Sincerely,

[Student Name]

[Class/Grade]

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