

Transcript Request Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution/School Name]

[Address]

[City, State, ZIP Code]

Subject: Transcript Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request an official copy of my academic transcript from [Institution/School Name]. I am an alumnus/alumna of the institution and I require the transcript for [state the purpose - e.g., job application, further education, immigration, etc.].

Below are my details for your reference:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Student ID (if applicable): [Your Student ID, if known]

Dates of Attendance: [Starting date] to [Ending date]

I kindly request that you provide the transcript in a sealed envelope to maintain its official status. If you offer electronic transcripts, please send the official electronic copy to the recipient's email address mentioned below:

Recipient Email Address: [Email Address where the transcript should be sent]

As required, I have enclosed the necessary fees for processing the transcript. Please let me know

the payment method and any additional information needed to complete this request. If there are any concerns or complications regarding my request, please do not hesitate to contact me using the contact information provided above.

I understand that processing the transcript request may take some time, and I would appreciate it if you could expedite the process as much as possible.

Thank you for your attention to this matter. Your assistance in providing the transcript promptly is crucial to my current endeavors, and I genuinely appreciate your help.

Sincerely,

[Your Full Name]

[Your Signature if sending a physical letter]