

Formal Transcript Request Letter

Subject: Request for Official Transcript

Dear Registrar,

I am writing to formally request an official transcript of my academic records from [Institution Name].

I completed my [Degree/Program Name] in [Year of Graduation] and require an official transcript for submission to [Purpose – e.g., graduate school application, job requirement].

Please send the sealed transcript to the following address:

[Recipient Name / Institution]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

If there are any processing fees associated with this request, kindly let me know so I may arrange payment immediately. I would appreciate confirmation once my request has been processed.

Thank you for your assistance.

Sincerely,

[Your Full Name]

[Your Contact Information]

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