

Urgent Transcript Request Email

Subject: Urgent Request for Transcript

Dear [Registrar/Office Name],

I hope this message finds you well. I am reaching out with an urgent request for my transcript, as I have a submission deadline for [Graduate School / Employer / Scholarship] coming up on [Date]. If possible, I kindly request expedited processing of my transcript. Please send it electronically to [Recipient Email Address] if available, or let me know the quickest delivery option.

Thank you very much for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Student ID]

[Your Contact Information]

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