Casual Transcript Request Message

Subject: Transcript Request

Hi [Registrar's Name],

I hope you're doing well. I wanted to check if I could get a copy of my transcript from [Institution

Name]. I'II need it for a job application I'm putting together this week.

If there are any forms or fees, please let me know. Thanks so much for the help!

Cheers,

[Your Name]

Get more templates here: https://www.lettersandtemplates.com/letters/transcript-request-letter