

Transcript Request for Employment Letter

Subject: Transcript Request for Employment Verification

Dear Registrar,

I am applying for a position at [Company Name] that requires submission of my official academic transcript. I graduated from [Institution Name] with a degree in [Field of Study] in [Year].

Kindly send the transcript directly to:

[Company HR Department]

[Company Address or Email]

Please advise me if there are any charges involved, and I will make the necessary arrangements.

Thank you for your cooperation.

Respectfully,

[Your Name]

[Your Contact Details]

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