

Transcript Request for Scholarship Email

Subject: Request for Transcript for Scholarship Application

Dear [Registrar/Office Name],

I am applying for a scholarship program that requires an official transcript from [Institution Name].

Since the deadline is approaching, I kindly request that my transcript be sent directly to the scholarship committee at the address below:

[Scholarship Committee Name]

[Address / Email]

If there are fees or processing requirements, please let me know at your earliest convenience. I truly appreciate your assistance in helping me meet this important deadline.

Sincerely,

[Your Name]

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