

Transcript Request for Personal Records Letter

Subject: Request for Personal Copy of Transcript

Dear Registrar,

I am reaching out to request a copy of my official transcript from [Institution Name]. Although I have completed my studies several years ago, I would like to keep a formal copy of my academic records for my personal archive.

Please advise me of the process and any fees involved. I am happy to collect the transcript in person if required or have it mailed to my address.

Thank you kindly for your time and assistance.

Warm regards,

[Your Full Name]

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