

Letter of Appeal for Amendment of Academic Transcript

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[Recipient Name]
[Title/Department]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally appeal for an amendment to my academic transcript. My name is [Your Name], and I am a [Your Year/Program] student at [University Name]. My student ID number is [Your Student ID].

Upon reviewing my academic records, I noticed that [describe the specific discrepancy or error you have found]. This issue has resulted in [explain how this has impacted you, if applicable].

In light of the above, I kindly request that my transcript be reviewed and amended accordingly. I have attached [any supporting documents or evidence] that substantiate my request.

Thank you for your attention to this matter. I look forward to your prompt response and hope for a favorable resolution.

Sincerely,
[Your Name]