

Petition for Adjustment of Official Transcript

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to formally request an adjustment to my official transcript. My name is [Your Name], and I am a [Your Program/Year] at [University/College Name]. My student ID number is [Student ID Number].

The reason for this petition is [explain the reason for the request, e.g., an error in grades, a course that needs to be added, etc.]. I believe this adjustment is important for [explain why the adjustment matters, such as for applications, graduate school, etc.].

Enclosed are the relevant documents supporting my request, including [list any attached documents, such as proof of the error, correspondence, etc.].

I kindly ask you to consider this petition and make the necessary adjustments to my transcript at your earliest convenience. Thank you for your attention to this matter.

Sincerely,
[Your Name]