

# Request for Academic Transcript

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Office of the Registrar]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Registrar's Name],

I hope this message finds you well. I am writing to formally request my academic transcript for the purpose of applying to graduate school.

I graduated with a [Degree] in [Field of Study] from [University Name] in [Year of Graduation]. My student ID number is [Student ID]. I would appreciate it if you could send my official transcript to the following address:

[Graduate School Name]

[Graduate School Address]

[City, State, Zip Code]

If there are any fees associated with this request, please let me know, and I will ensure payment is sent promptly.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]