

# 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,

I hope this message finds you well. I am writing to formally request an official copy of my academic transcript for the purpose of a job application. I recently graduated from [Your Program/Department] with a degree in [Your Degree] in [Year of Graduation].

For your reference, my details are as follows:

- Student ID: [Your Student ID]
- Date of Birth: [Your Date of Birth]

Please send the transcript to my email address or to the following mailing address:

[Insert mailing address if different from above]

Thank you for your assistance in this matter. I appreciate your prompt attention to my request as I am on a tight timeline for my job application.

Sincerely,

[Your Name]