

# Request for Academic Transcript

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request my academic transcript for licensing purposes. I require this document for [specific licensing requirement or purpose].

My details are as follows:

- Full Name: [Your Full Name]
- Program of Study: [Your Program]
- Graduation Year: [Your Graduation Year]
- Student ID: [Your Student ID]

I would appreciate it if you could send my transcript to the address listed above or directly to [Recipient Organization's Name] at [Recipient Organization's Address]. If there are any fees associated with this request, please let me know the payment process.

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

Sincerely,

[Your Name]