

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 letter finds you well. I am writing to formally request my academic transcript for the purpose of reinstatement to my program. My name is [Your Full Name], and my student ID is [Your Student ID]. I was previously enrolled in [Program Name] before my withdrawal on [Withdrawal Date].

In order to facilitate my reinstatement process, I kindly ask that you provide me with an official copy of my academic transcript. I am aware that there may be a fee associated with this request, and I am prepared to cover any necessary costs.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]