

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 my academic transcript to support my scholarship application. I require the transcript to be sent directly to the scholarship committee at the address provided below:

[Scholarship Committee Name]
[Scholarship Organization]
[Address]
City, State, Zip Code

As per the scholarship requirements, I would appreciate it if you could process my request at your earliest convenience. My student ID is [Your Student ID], and I have completed [Your Degree Program, e.g., Bachelor of Arts in History].

Thank you very much for your assistance. Please let me know if you need any further information.

Sincerely,
Your Name