

# Request for Academic Transcript

**[Your Name]**  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

**[Recipient Name]**  
[Title/Position]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request my academic transcript to facilitate my transfer to [New Institution Name]. I am currently enrolled in [Your Current Program/Department] at [Current Institution Name], and I intend to pursue [Reason for Transfer or New Program].

For your reference, my details are as follows:  
Student ID: [Your Student ID]  
Date of Birth: [Your Date of Birth]

I would appreciate it if you could send my transcript to the following address:  
[New Institution Name]  
[New Institution Address]  
[City, State, Zip Code]

If there are any forms or fees required for processing this request, please let me know, and I will take care of them promptly.

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

Sincerely,  
[Your Name]