

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an official academic transcript in support of my visa application. I am a [Your Degree Program] student, with student ID [Your Student ID], and I am currently in the process of applying for a visa to [Country] for [Purpose of Visa].

To facilitate my application, I kindly ask you to send my official academic transcript to my address or to the designated visa office. I appreciate your assistance and prompt attention to this matter.

Thank you for your help. If you need any additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]