# Transcript Correction Request

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

**[Recipient Name]**
[Title, if applicable]
[School/University Name]
[Office of the Registrar/Academic Records Department]
[School Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a correction to my academic transcript. My name is [Your Name], and I am a former/current student of [School/University Name] with the student ID [Your Student ID].

Upon reviewing my transcript, I noticed the following error(s):

- [Describe the specific issue--e.g., incorrect course grade, wrong course name, missing credit hours, etc.]

To support my request, I have attached the following documents:

- [List any documents, such as past transcripts, assignment grades, etc.]

I kindly ask you to look into this matter and make the necessary corrections at your earliest convenience. If any further information is needed, please do not hesitate to contact me.

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

Sincerely,
[Your Name]