

Transcript Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally request a correction in my academic transcript. Upon reviewing my records, I noticed that the following courses are missing:

- [Course Name 1] - [Course Code] - [Semester/Year]
- [Course Name 2] - [Course Code] - [Semester/Year]
- [Course Name 3] - [Course Code] - [Semester/Year]

These courses are essential for my academic records and future opportunities, and I kindly request that they be added to my transcript. Attached are copies of my enrollment receipts and any other relevant documents to support my request.

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

Sincerely,

[Your Name]

[Your Student ID]