

# Transcript Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[School/University Name]

[School/University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a correction to my academic transcript regarding a miscalculation in my Grade Point Average (GPA).

Upon reviewing my transcript, I noticed that my GPA does not accurately reflect the grades I have received in my courses. Specifically, [provide details of the miscalculation, e.g., incorrect course grades, omitted courses, etc.].

For your reference, I have attached supporting documents including my course grades and any relevant communication regarding this matter.

I kindly ask you to review my transcript and make the necessary corrections at your earliest convenience. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID]