Transcript Correction Request

Date: [Insert Date]

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

[Recipient's Name]
[Institution Name]
[Institution 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 concerning the course titles listed for my records.

My details are as follows:

- Name: [Your Full Name]
- Student ID: [Your Student ID]
- Program of Study: [Your Program]
- Graduation Year: [Year]

The discrepancies I have identified are:

- Course Code: [Insert Course Code] - Current Title: "[Current Title]" - Correct Title: "[Correct Title]"
- Course Code: [Insert Course Code] - Current Title: "[Current Title]" - Correct Title: "[Correct Title]"

I kindly ask that you review this information and update my transcript accordingly. If you require any further documentation or details to process this request, please feel free to contact me at your earliest convenience.

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

Sincerely,
[Your Name]