

Transcript Correction Request for Credit Hour Revisions

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Office of the Registrar

[University/College Name]

[Office Address]

[City, State, Zip Code]

Dear Registrar,

I hope this message finds you well. I am writing to formally request a correction to my academic transcript regarding credit hour discrepancies. My name is [Your Name], and my student ID is [Your Student ID].

Upon reviewing my transcript, I noticed that the credit hours for the course [Course Name] (Course Code: [Course Code]) have been inaccurately recorded as [Incorrect Credit Hours]. According to my course records and syllabus, the correct credit hours should be [Correct Credit Hours].

I have attached supporting documents, including the syllabus and my enrollment records, for your reference. I kindly ask that you review this information and make the necessary corrections to my transcript at your earliest convenience.

Thank you for your attention to this matter. Please feel free to contact me if you need any further information or documentation.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]