

Transcript Correction Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Office of the Registrar

[University Name]

[University Address]

[City, State, Zip Code]

Dear Registrar,

I hope this message finds you well. I am writing to formally request a correction to my transcript regarding my enrollment status during the [specific term, e.g., Fall 2023].

My name is [Your Name], and my student ID number is [Your Student ID]. Upon review of my transcript, I noticed that my enrollment status is inaccurately listed as [incorrect status]. According to my records, I was enrolled as [correct status].

This discrepancy may affect my future academic opportunities and I would greatly appreciate your assistance in rectifying this matter at your earliest convenience.

Thank you for your attention to this issue. Please let me know if you require any further information or documentation from my end. I look forward to your prompt response.

Sincerely,

[Your Name]