

Transcript Correction Request

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

[Recipient Name]
[Position]
[Department/Office Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a correction to my transcript due to a grading discrepancy I have identified. My name is [Your Name], and I am a student at [Institution Name], ID #[Your Student ID].

Upon reviewing my transcript, I noticed that the grade for [Course Name and Code], taken during [Semester/Year], is recorded as [Incorrect Grade]. However, I believe my grade should be [Correct Grade] based on [Reason for Discrepancy, e.g., grading policies, they missed an assignment, etc.].

I have attached relevant documentation, including [list any documents, such as syllabi, emails with instructors, etc.], to support my request for this correction.

I kindly ask that this matter be reviewed at your earliest convenience, as the accuracy of my transcript is crucial for my academic progression.

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

Sincerely,

[Your Name]