

Transcript Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Title]

[School/University Name]

[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 due to an error in the spelling of my name. On the transcript, my name is listed as "[Incorrect Name]" whereas my correct name is "[Correct Name]".

Please find enclosed a copy of my identification for verification purposes. I kindly ask that you update this information at your earliest convenience.

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

Sincerely,

[Your Name]