

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

Office of the Registrar
University/College 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 academic transcript due to discrepancies that I have recently discovered.

My details are as follows:

- Full Name: Your Full Name
- Student ID: Your Student ID
- Program of Study: Your Program
- Graduation Date: Your Graduation Date

The issues I have identified are as follows:

- Incorrect Course Title: [Incorrect Title] should be [Correct Title]
- Grade Discrepancy: [Course Name] shows [Incorrect Grade] instead of [Correct Grade]

I have attached relevant documents corroborating my claims. I kindly request that these corrections be made at your earliest convenience.

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

Sincerely,
Your Name