

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's Office,

I am writing to formally request a correction to my academic transcript due to errors regarding my program completion status. My details are as follows:

Full Name: [Your Full Name]

Student ID: [Your Student ID]

Program: [Your Program Name]

Upon reviewing my transcript, I noticed that it incorrectly reflects my program completion status. Specifically, the following inaccuracies have come to my attention:

- [Describe the first error]
- [Describe the second error if applicable]
- [Describe the third error if applicable]

I have attached relevant documents, including [list of attached documents, e.g., degree certificate, program outlines], to support my request. I kindly ask that you review my case and initiate the necessary corrections at your earliest convenience.

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

Sincerely,

[Your Name]