

Request for Academic Transcript Release

Date: [Insert Date]

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

[Recipient's Name]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the release of my academic transcripts. Due to my upcoming move to [New Location], I require these documents to facilitate my enrollment in a new institution.

My details are as follows:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Dates of Attendance: [Start Date] to [End Date]

Please send my transcripts to the following address:

[New Address]
[City, State, Zip Code]

Thank you for your assistance and prompt attention to this matter. If there are any fees associated with this request, please let me know.

Sincerely,

[Your Name]