

Request for Academic Transcript Release

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Institution's Name]

[Office of the Registrar/Transcript Office]

[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 transcript for the purpose of employment.

My details are as follows:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Degree Program: [Your Degree Program]
- Year of Graduation: [Your Year of Graduation]

Due to a job opportunity that requires my academic records, I kindly ask that you process this request at your earliest convenience. Please send the transcript directly to [Employer's Name] at [Employer's Address/Email].

Thank you for your assistance.

Sincerely,

[Your Name]