

Request for Academic Transcript Release with Fee Waiver

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Office of the Registrar

[University Name]

[University Address]

[City, State, Zip Code]

Dear Registrar,

I hope this message finds you well. I am writing to formally request the release of my academic transcripts from [University Name]. My student ID is [Your Student ID]. Due to [explain reason for fee waiver request, e.g., financial hardship], I kindly request a waiver for any associated fees with this request.

I appreciate your consideration of my request and look forward to your positive response. If you require any further documentation to support my request, please do not hesitate to contact me.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]