

Request for Academic Transcript Release

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient's Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the release of my academic transcript as I am in the process of applying for a scholarship that requires submission of my academic records.

My details are as follows:

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

I would greatly appreciate it if you could expedite this request, as the deadline for the scholarship application is [Insert Deadline]. If there are any forms or fees required, please let me know at your earliest convenience.

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

Sincerely,

[Your Name]