

Request for Academic Transcript

Date: [Insert Date]

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

[Registrar's Office]
[University/College Name]
[University Address]
[City, State, Zip Code]

Dear [Registrar's Name or "Office of the Registrar"],

I hope this message finds you well. I am writing to formally request the release of my academic transcript in order to complete my transfer application to [New University/College Name]. My student identification number is [Your Student ID].

The details of my enrollment are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Program of Study: [Your Program]
- Dates of Attendance: [Start Date] to [End Date]

Please send my official transcript to the following address:

[Admissions Office]
[New University/College Name]
[New University Address]
[City, State, Zip Code]

Thank you for your assistance with this request. Should you require any further information or documentation, please do not hesitate to contact me.

Sincerely,
[Your Name]