

Request for Electronic Academic Transcript

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[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 electronic academic transcript. I am a graduate of [Your Degree Program] from [Graduation Year] and my student ID number is [Your Student ID].

I require my transcript for [mention the purpose, e.g., application for further studies, job application, etc.]. It would be greatly appreciated if you could process my request at your earliest convenience.

Please let me know if you require any further information to complete this request. I can be reached at [Your Email Address] or [Your Phone Number].

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

Sincerely,

[Your Name]