

# Request for Expedited Academic Transcript Release

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Office of the Registrar]

[University/College Name]

[Office Address]

[City, State, Zip Code]

Dear Registrar's Office,

I hope this message finds you well. I am writing to request the expedited release of my academic transcript. My name is [Your Full Name], and I am a [Your Major/Program] student, enrolled from [Start Year] to [End Year]. My student ID is [Your Student ID].

Due to [reason for expedited request], I require my transcript urgently. I would greatly appreciate it if you could process my request as soon as possible.

Thank you for your attention to this matter. Please let me know if there are any forms or fees required for this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]