

Request for Official Academic Transcript

Date: [Insert Date]

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

[Recipient's Name]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the release of my official academic transcript from [Your Institution's Name].

My details are as follows:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Degree Program: [Your Degree Program]
- Dates of Attendance: [Start Date] to [End Date]

I require my official transcript for [specific purpose, e.g., graduate school application, job application, etc.], and would appreciate your prompt attention to this request. If there are any fees associated with this request, please let me know how to proceed.

Thank you for your assistance. I look forward to your positive response.

Sincerely,

[Your Name]