

Transcript Authentication Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I am writing to request the authentication of my academic transcripts from [Institution Name]. Below are the details of my enrollment:

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

Attached are copies of my transcripts which I require to be authenticated for the purpose of [reason for authentication, e.g., further education, job application]. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]