

Letter of Demand for Academic Admission Transcripts

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request my academic admission transcripts from [Institution's Name], which I require for [specific purpose, e.g., applying to another institution, job application, etc.]. My details are as follows:

Name: [Your Full Name]
Student ID (if applicable): [Your Student ID]
Date of Birth: [Your Date of Birth]
Program of Study: [Your Program of Study]
Dates of Attendance: [Start Date - End Date]

As per the policies outlined by the institution, I understand that any fees associated with this request will be promptly settled. I would appreciate your swift attention to this matter and kindly request that the transcripts be sent to my email address specified above or mailed to my address listed.

Thank you for your cooperation. I look forward to your prompt response.

Sincerely,

[Your Name]