

Letter of Submission for Admission History Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request my admission history records from [Institution Name]. As part of my application process for [state purpose, e.g., further education, job application, etc.], I require a detailed account of my admissions, including dates, statuses, and any pertinent notes related to my application.

Please find attached the necessary identification documents and any forms that might be required for processing this request. I would appreciate it if you could send the records to my address listed above or via email at [your email address].

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

Sincerely,

[Your Name]