

# Application for Official Transcript

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Office of the Registrar

[University Name]

[University Address]

[City, State, Zip Code]

Dear Registrar,

I am writing to formally request an official transcript of my academic records for the purpose of applying for a scholarship. My details are as follows:

Name: [Your Full Name]

Student ID: [Your Student ID]

Date of Birth: [Your Date of Birth]

Program of Study: [Your Program]

I would appreciate if you could process my request at your earliest convenience, as the scholarship application deadline is approaching. Please let me know if there are any fees associated with this request.

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

Sincerely,

[Your Name]