

Follow-Up on Delayed Official Transcript Order

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent order for an official transcript, which I submitted on [Date of Order]. As it has been [Number of Days/Weeks] since my order was placed, I wanted to check on the status of my request.

My order reference number is [Order Reference Number]. I understand that processing times may vary, but I would greatly appreciate any updates regarding the estimated timeline for my transcript's completion and delivery.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]