

[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 message finds you well. I am writing to request an official transcript from [Name of Institution] as part of my employment verification process.

My details for your reference are as follows:

Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Graduation Year: [Your Graduation Year]

Major: [Your Major]

Could you please provide guidance on how to proceed with this request? If there are any forms or fees involved, kindly let me know the details.

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

Sincerely,

[Your Name]