

Official Transcript Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[Registrar's Name]

[University/College Name]

[Office of the Registrar]

[University Address]

[City, State, Zip Code]

Dear [Registrar's Name],

I am writing to formally request a correction to my official transcript. I recently reviewed my transcript and noticed an error that needs to be addressed.

The details of the correction are as follows:

- **Name:** [Your Full Name]
- **Student ID:** [Your Student ID]
- **Incorrect Information:** [Describe the incorrect information]
- **Correct Information:** [Describe the correct information]

I have attached the necessary documentation to support my request. Please let me know if you require any additional information or further documentation to process this request.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

Attachments: [List of attached documents]