

# Request for Multiple Copies of Official Transcript

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Office of the Registrar]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Registrar's Name],

I hope this message finds you well. I am writing to formally request multiple copies of my official transcript.

My details are as follows:

**Name:** [Your Full Name]

**Student ID:** [Your Student ID]

**Date of Birth:** [Your Date of Birth]

**Graduation Year:** [Your Graduation Year]

I would like to request [number of copies] copies of my official transcript for [reason for request, e.g., job applications, further studies, etc.]. Please let me know if there are any associated fees or additional information needed to process this request.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]