

Request for Official Transcript

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Registrar's Office or Appropriate Recipient]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an official transcript of my academic records from [Institution name]. I am currently in the process of applying for transfer admission to [Target Institution's Name], and they require my official transcript as part of the enrollment process.

My details are as follows:

Student ID: [Your Student ID]

Dates of Attendance: [Start Date] to [End Date]

Please send the official transcript to the following address:

[Target Institution's Name]

[Target Institution's Admissions Office Address]

[City, State, Zip Code]

If there are any fees associated with this request, please let me know, and I will arrange for payment promptly.

Thank you for your attention to this matter. I appreciate your help.

Sincerely,

[Your Name]