

Request for 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,

I am writing to request an official transcript of my academic records for the purpose of applying to [University/Program Name]. My details are as follows:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Student ID: [Your Student ID]

Years of Attendance: [Start Year - End Year]

Please send the official transcript to the following address:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

If there are any fees associated with this request, please inform me beforehand. I appreciate your assistance and prompt attention to this request.

Thank you.

Sincerely,

[Your Name]