

Student Records Transfer Request

Date: [Insert Date]

To: [Registrar's Office/Name of the Institution]

[Institution's Address]

[City, State, Zip Code]

Dear [Registrar's Office/Name of the Contact Person],

I am writing to formally request the transfer of my academic records as I am currently applying for a graduate program at [Name of the Graduate School/University]. I am seeking to further my education and believe that the program at your institution aligns perfectly with my academic and career aspirations.

Below are my details for your reference:

- Full Name: [Your Full Name]
- Student ID Number: [Your Student ID]
- Degree Program: [Your Degree Program]
- Dates of Attendance: [Start Date] to [End Date]

I kindly request that you send my official academic records to the following address:

[Recipient's Name]

[Recipient's Institution]

[Institution's Address]

[City, State, Zip Code]

Thank you for your assistance with this matter. Should you require any further information or documentation to process my request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]