

# Student Records Transfer Request

Date: [Insert Date]

[Your Name]  
[Your Address]  
[Your City, State, Zip]  
[Your Email]  
[Your Phone Number]

[Recipient's Name]  
[Institution's Name]  
[Institution's Address]  
[Institution's City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the transfer of my academic records to facilitate my scholarship application. I am currently applying for the [Name of Scholarship] and require my official transcripts and relevant documents.

Here are my details for your reference:

- Full Name: [Your Name]
- Date of Birth: [Your Date of Birth]
- Student ID: [Your Student ID]
- Current Institution: [Your Current Institution]

Please send the requested documents to:

- [Recipient's Name/Scholarship Organization Name]
- [Recipient's Address]
- [Recipient's City, State, Zip]

I appreciate your prompt attention to this matter, as it is crucial for my scholarship application process. If you require any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,  
[Your Name]