

Student Records Transfer Request for Sports Eligibility

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Registrar's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Registrar's Name],

I hope this letter finds you well. I am writing to formally request the transfer of my academic records to facilitate my eligibility for sports participation at [New School's Name]. My details are as follows:

Student Name: [Your Full Name]

Student ID: [Your Student ID]

Date of Birth: [Your Date of Birth]

Current School: [Current School's Name]

New School: [New School's Name]

Thank you for your understanding and assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]