

Request for High School Diploma

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a copy of my high school diploma. My name is [Your Full Name], and I graduated from [School Name] in [Year of Graduation]. My student ID number is [Your Student ID].

Due to [brief reason for request, e.g., applying for a job, further education], I require my diploma for verification purposes.

Please let me know if there are any forms to fill out or fees to pay for processing this request. I appreciate your assistance in this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]