

Request for High School Diploma

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a copy of my high school diploma. I recently relocated and need the diploma for [reason, e.g., college admission, job application].

My details are as follows:

Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Graduation Year: [Your Graduation Year]

Previous Address: [Your Previous Address]

I would appreciate your assistance in processing this request at your earliest convenience. If there are any forms or fees required, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Name]