

Request for High School Diploma

Date: [Insert Date]

To: [Admissions Office]

[College Name]

[College Address]

Dear Admissions Officer,

I hope this message finds you well. My name is [Your Name], and I am applying for admission to [Program/College Name] for the [semester/year] term. As part of the application process, I am required to submit my high school diploma.

I graduated from [High School Name] on [Graduation Date], and I would like to formally request a copy of my high school diploma to include with my application materials. My student ID number at [High School Name] is [Your Student ID Number].

Please let me know if there are any forms I need to complete or fees I need to pay in order to process this request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to my request.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]