

High School Diploma Request

Date: [Insert Date]

[Your Name]

[Your Address] [City, State, Zip Code]

[Your Email] [Your Phone Number]

To Whom It May Concern,

I am writing to formally request a copy of my high school diploma from [High School Name]. I graduated on [Graduation Date] and my student ID number is [Student ID Number].

This document is needed for [state the purpose, e.g., further education, employment application]. I would appreciate it if you could process my request at your earliest convenience.

Thank you for your attention to this matter. Please let me know if there are any forms, fees, or identification required to complete this request.

Sincerely,

[Your Signature, if sending a hard copy]

[Your Printed Name]