

Request for High School Diploma

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request a copy of my high school diploma from [High School Name], which I graduated from in [Year of Graduation]. I require this document for international purposes, including [mention reason, e.g., further education, job application, etc.].

Please find enclosed a copy of my identification for verification purposes.

I would appreciate your assistance in processing this request at your earliest convenience. If there are any fees associated with this request, please notify me via the contact information provided above.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]