

Request for High School Diploma

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Admissions Office

[High School Name]

[School Address]

[City, State, Zip Code]

Dear Admissions Office,

I hope this message finds you well. I am writing to request a copy of my high school diploma and any related personal records. I graduated from [High School Name] in [Year of Graduation].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Graduation Year: [Graduation Year]

Please let me know if you require any further information or documents to process my request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]