

Request for High School Diploma

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[School's Name]

[School's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a copy of my high school diploma, as it is required for my scholarship application to [Scholarship Organization/Institution Name].

As a graduate of [High School Name] from the class of [Graduation Year], my full name is [Your Full Name]. I kindly ask you to provide me with an official copy of my diploma at your earliest convenience.

Thank you for your assistance in this matter. Please let me know if there are any forms I need to complete or fees I need to pay.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email Address]

[Your Phone Number]