

Urgent Request for High School Diploma

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I am writing to urgently request a copy of my high school diploma. My name is [Your Full Name], and I graduated from [School Name] in [Year]. Due to [brief explanation of urgency, e.g., a job opportunity, further education, etc.], I need to have my diploma sent to me as soon as possible.

Please send the diploma to my address listed above. If there are any forms, fees, or additional information required, do not hesitate to contact me via phone or email.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]