

# Transcript Evaluation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I hope this message finds you well. My name is [Your Name], and I am a returning student at [University Name]. I am writing to request an evaluation of my previous transcripts to assist in the planning of my academic journey.

Details of my previous enrollment are as follows:

- Student ID: [Your Student ID]
- Previous Major: [Your Major]
- Dates of Attendance: [Start Date] to [End Date]

I have attached copies of my transcripts and any relevant documents for your review. I appreciate your assistance in evaluating my past coursework and how it may apply to my intended program of study.

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

Sincerely,

[Your Name]