

# Request for Expedited Processing of Official Transcript

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Current Date]

[Recipient's Name]

[Office of the Registrar]

[University/Institution Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for expedited processing of my official transcript requested on [Date of Request]. My student ID number is [Your Student ID].

The reason for my appeal is [briefly explain the reason, e.g., a looming application deadline, job opportunity, etc.]. I understand that transcript processing typically takes [normal processing time], but I would greatly appreciate any assistance you can provide in expediting this request.

Thank you for considering my appeal. I am willing to provide any additional information or documentation needed to support my request. Please feel free to contact me at your earliest convenience.

Sincerely,

[Your Name]

[Your Student ID]