

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request confirmation of the receipt of my official transcript, which was sent on [Date of Sending]. The details of the transcript are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Institution: [Name of Issuing Institution]
- Type of Transcript: [e.g., Official/Unofficial]

Kindly confirm the receipt of the transcript at your earliest convenience, as it is important for [reason the transcript is needed]. Thank you for your assistance.

Sincerely,

[Your Name]