

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request for my official transcript, submitted on [Date of Original Request]. I have not yet received confirmation regarding the status of my request.

As my application deadlines are approaching, I would appreciate any updates you could provide regarding the processing of my transcript. If there are any further steps I need to take, please let me know.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Student ID or Relevant Information]