

# Inquiry About Official Transcript Fees

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the fees associated with obtaining my official transcript from [Institution Name]. Additionally, I would like to know the available payment methods for this service.

Could you please provide me with the following information:

- The total fee for an official transcript.
- Payment methods accepted (e.g., credit card, bank transfer, etc.).
- Any additional fees or charges that may apply.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]