

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Registrar's Office
University Name
University Address
City, State, Zip Code

Dear Registrar,

I hope this message finds you well. I am writing to formally request an official transcript from my academic record at [University Name]. I am currently in the process of applying for further education opportunities, and an official transcript is required for my applications.

My details are as follows:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Date of Birth: [Your Date of Birth]
- Program of Study: [Your Program]
- Years Attended: [Start Year] - [End Year]

Please let me know if there are any fees or additional information needed for processing this request. I would appreciate it if you could expedite the handling of my transcript as my application deadlines are approaching.

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

Sincerely,
[Your Name]