

# Request for Electronic Official Transcript Delivery

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Institution/University Name]

[Office of the Registrar]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request the electronic delivery of my official transcript. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Student ID: [Your Student ID]
- Degree Program: [Your Degree Program]
- Graduation Year: [Your Graduation Year]

Please send the electronic transcript to the following email address: [Recipient's Email Address].

Thank you for your assistance. If you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]