

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

Office of the Registrar  
University Name  
University Address  
City, State, Zip Code

Dear Registrar,

I am writing to formally request an official transcript of my academic records for employment purposes. I am currently seeking a position that requires verification of my educational qualifications.

My details are as follows:

Full Name: [Your Full Name]

Student ID: [Your Student ID]

Dates of Attendance: [Your Dates of Attendance]

Please send the official transcript to the following address:

[Recipient's Name]

[Company Name]

[Company Address]

City, State, Zip Code

If there are any fees associated with this request, please let me know how to arrange for payment. You can contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,  
[Your Name]