

# Request for Official Transcript Reissue

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Institution Name]

[Office of Records/Registrar]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a reissue of my official transcript due to errors that were present in the original document issued on [insert date of original issue].

The mistakes include [briefly describe the errors, e.g., incorrect course grades, missing courses, etc.]. These discrepancies do not accurately reflect my academic record and could impact my future academic and professional opportunities.

For your reference, my details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Student ID (if applicable): [Your Student ID]

I kindly request that the corrected transcript be sent to my address listed above or to my email address at [Your Email]. If there are any fees associated with this reissue, please let me know, and I will be happy to provide payment.

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

Sincerely,

[Your Name]