

# Letter of Request for Official Transcript

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient's Name]**

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an official transcript of my academic records as I am in the process of applying for scholarship opportunities that require the submission of my transcript.

My full name is [Your Full Name], and I attended [Institution's Name] from [Start Date] to [End Date]. My student ID number is [Your Student ID Number].

Please send the official transcript to the following address:

[Your Address or Address of the Scholarship Provider]

If there are any forms or fees required to process this request, please let me know, and I will be happy to provide any necessary information.

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

Sincerely,

[Your Name]