

Request for Documentation of Prior Coursework for Credit Transfer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request documentation of my prior coursework completed at [Previous Institution Name] for the purpose of transferring credits to [Current Institution Name]. I am currently enrolled in [Your Program or Major] and wish to ensure that my previous academic efforts are recognized.

Specifically, I would like to obtain the following documents:

- Official transcripts
- Course syllabi
- Any other relevant documentation that details the courses completed

Please let me know if there are any forms I need to complete or fees required to facilitate this request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]