

Transcript Request for Athletic Eligibility

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[School Name]
[School Address]
[City, State, Zip Code]

Dear [Registrar's Name or School Official],

I hope this letter finds you well. I am writing to formally request a copy of my academic transcript to ensure I meet the eligibility requirements for participating in athletics at [College/University Name]. My full name is [Your Full Name] and I graduated from [High School Name] in [Year of Graduation].

My student ID number is [Your Student ID Number]. Please send my transcript to the following address:

[College/University Name]
[College/University Address]
[City, State, Zip Code]

If there are any forms, fees, or additional information required, please let me know at your earliest convenience. Thank you for your assistance and prompt attention to this matter.

Sincerely,
[Your Name]