

Transcript Request for College Applications

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. My name is [Your Name], and I am currently a senior at [Your High School Name]. I am writing to formally request my official high school transcript as I am in the process of applying to colleges.

The colleges I am applying to are as follows:

- [College/University Name 1]
- [College/University Name 2]
- [College/University Name 3]

Please send my transcripts to the following addresses:

- [College/University Name 1] - [Address 1]
- [College/University Name 2] - [Address 2]
- [College/University Name 3] - [Address 3]

My student ID number is [Your Student ID]. If there are any fees associated with this request, please let me know.

Thank you for your assistance. I greatly appreciate your help in this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]