

Transcript Request for Employment Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request a copy of my high school transcript for the purpose of employment verification. I graduated from [High School Name] in [Year of Graduation], and I am currently in the process of applying for a position at [Company Name].

Please send my transcript to the following address:

[Your Address]

If there are any forms or fees required for this request, please let me know. You may reach me at [Your Phone Number] or [Your Email Address] for any questions or further information.

Thank you for your assistance.

Sincerely,

[Your Name]