

# Transcript Request for Immigration Purposes

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],

I hope this message finds you well. I am writing to request an official copy of my high school transcript for immigration purposes. I am currently in the process of [briefly explain your immigration situation, if applicable], and the transcript is a necessary document for my application.

Here are my details to help you locate my records:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Graduation Year: [Your Graduation Year]

If there are any fees associated with this request, please let me know, and I will be happy to provide payment. I appreciate your attention to this matter and your assistance in helping me obtain this important documentation.

Thank you for your help.

Sincerely,

[Your Name]