

Transcript Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Registrar's Name or "To Whom It May Concern"],

I hope this message finds you well. I am writing to request a copy of my high school transcript. My details are as follows:

- Full Name: [Your Full Name]
- Graduation Year: [Your Graduation Year]
- Student ID (if applicable): [Your Student ID]

This transcript is required for my personal records. Please let me know if there are any forms or fees associated with this request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]