

Transcript Request Letter

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/Principal's Name],

I hope this letter finds you well. I am writing to request a copy of my high school transcript for scholarship application purposes. I am currently in the process of applying for [Name of Scholarship] and they require my academic records.

Please send the transcript to the address listed above or directly to the scholarship committee at [Scholarship Committee Address, if applicable]. If there are any fees associated with this request, please let me know, and I will arrange for payment promptly.

Thank you for your assistance in this matter. I appreciate your help in enabling me to pursue my educational goals.

Sincerely,

[Your Name]

[Your Graduation Year]