

Transcript Request for Standardized Testing

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a copy of my high school transcript for the purpose of standardized testing. My name is [Your Name], and I graduated from [School's Name] in [Graduation Year]. My student ID number is [Your Student ID].

As I prepare for [specific standardized test, e.g., SAT, ACT], I need my high school transcript to be sent to [Testing Organization/College]. Please send my transcript to the following address:

[Recipient Organization's Name]
[Recipient Organization's Address]
[City, State, Zip Code]

If there are any fees associated with this request, please let me know, and I will arrange for payment promptly.

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

Sincerely,
[Your Name]