

# Transcript Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

[School Name]

[School Address]

[City, State, Zip Code]

I am writing to formally request a copy of my high school transcript. I am in the process of transferring to [New School Name], and they require my complete academic records to finalize my enrollment.

Here are my details:

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

Please send my transcript to:

[New School Name]

[New School Address]

[City, State, Zip Code]

Thank you for your attention to this matter. If you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]