

High School Transcript Request for Verification of Graduation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Registrar/Principal'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 verifying my graduation. I graduated from [School Name] in [Graduation Year].

My full name is [Your Full Name] and my date of birth is [Your Date of Birth]. My student ID number is [Your Student ID Number].

Please send the transcript to the following address: [Your Mailing Address]. You may also send it via email to [Your Email Address]. If there are any fees associated with this request, please let me know how to proceed.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]