Duplicate Transcript Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a duplicate of my academic transcript. My name is [Your Full Name], and I graduated from [Program/Course Name] in [Year of Graduation]. My student ID number is [Your Student ID].

Unfortunately, my original transcript has been [lost/damaged], and I require a duplicate for [state purpose, e.g., job application, further studies].

Please let me know if there are any forms I need to complete or fees I need to pay for this request. I appreciate your prompt attention to this matter.

Thank you for your assistance!

Sincerely,

[Your Name]