

# Transcript Request Letter

Date: \_\_\_\_\_

To: [School Name]

Address: [School Address]

City, State, Zip: [City, State, Zip]

Dear [Registrar's Name],

I hope this letter finds you well. I am writing to formally request a copy of my high school transcript.

My details are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Graduation Year: [Your Graduation Year]
- Student ID (if available): [Your Student ID]

Please send my transcript to the following address:

[Your Address]

[City, State, Zip]

If you require any further information or forms to process this request, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]