

# Official Transcript Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Office of the Registrar

[University Name]

[University Address]

[City, State, Zip Code]

Dear Office of the Registrar,

I am writing to formally request an official transcript for my undergraduate studies at [University Name]. My details are as follows:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Date of Birth: [Your Date of Birth]
- Years Attended: [Start Year] - [End Year]

Please send the official transcript to the following address:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

If there are any fees associated with this request, please inform me of the payment process. I appreciate your assistance and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]