

# Transcript Request for Employment Verification

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Recipient's Name]  
[Recipient's Title]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request my academic transcript for employment verification purposes. I am currently in the process of securing a position at [Company Name], and they require verification of my educational background.

My details are as follows:

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

Please send the transcript to my email address or the address mentioned above at your earliest convenience. If there are any fees associated with this request, kindly let me know.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]