

Transcript Request for Scholarship Application

Date: _____

To: [Registrar's Name]

[Name of Educational Institution]

[Institution Address]

[City, State, Zip Code]

Dear [Registrar's Name],

I hope this message finds you well. I am writing to formally request a copy of my academic transcript. I am currently in the process of applying for a scholarship, and the application requires that I submit my official transcript as part of the documentation.

Below are my details for your reference:

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

Please send the transcript to the following address:

[Your Address]

[City, State, Zip Code]

If possible, I kindly request that the transcript be sent by [specific date if applicable]. Thank you very much for your assistance in this matter. Please let me know if there are any forms or fees required for this request.

Sincerely,

[Your Name]

[Your Email Address]

[Your Phone Number]