

Transcript Request for Transfer Application

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Office of the Registrar
[Current Institution Name]
[Institution Address]
City, State, Zip Code

Dear Registrar,

I am writing to request an official transcript of my academic record. I am currently applying for a transfer to [Target Institution Name], and they require my transcript as part of the application process.

Please send my transcript to the following address:

[Target Institution Name]
[Target Institution Address]
City, State, Zip Code
Attention: Admissions Office

My student ID number at [Current Institution Name] is [Your Student ID]. My dates of attendance were from [Start Date] to [End Date].

If there are any fees associated with the processing of my transcript, please let me know, and I will arrange for payment.

Thank you for your assistance.

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