

Transcript Evaluation Request for Credential Assessment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request the evaluation of my academic transcripts for credential assessment. My purpose is to [insert purpose, e.g., apply for further studies, obtain professional licensure, etc.].

Enclosed are my academic transcripts from [Name of Institution], along with any required documentation as per your guidelines. I kindly ask you to evaluate my credentials in accordance with your standards and provide the necessary assessment report.

Should you require any additional information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]