

# Transcript Evaluation Request for Graduate Program Admissions

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

[Recipient Name]  
[University/Institution Name]  
[Department/Office Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am currently applying for the [specific graduate program] at [University Name]. As part of the application process, I am required to provide a transcript evaluation of my previous academic records.

I would like to formally request a transcript evaluation of my academic documents from [Previous Institution Name]. Please find attached the required transcripts and any additional forms necessary for this process.

I understand that there may be a fee associated with the evaluation, and I am prepared to cover those costs. Please let me know the next steps in this process and if you require any further information from my side.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]