

Transcript Evaluation Request

Date: [Insert Date]

To: [Evaluation Office/Admissions Office]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Evaluation Officer's Name],

I am writing to formally request a transcript evaluation for my undergraduate coursework completed at [Name of Institution]. I am seeking admission to [Name of Program] at [Name of University/College], and I would like my academic credentials evaluated as part of the application process.

Below are the details of my academic history:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Institution Attended: [Name of Institution]
- Years Attended: [Start Year] - [End Year]
- Degree Earned: [Degree Title]

I have included my official transcripts along with this request. Please let me know if you require any additional information or documentation to complete the evaluation.

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

Sincerely,

[Your Name]