Official Transcript Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Office of the Registrar

[University Name]

[University Address]

[City, State, Zip Code]

Dear Registrar,

I hope this message finds you well. I am writing to formally request an official transcript of my academic records as I have recently completed my degree in [Degree Name] from [University Name].

My details are as follows:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Dates of Attendance: [Start Date] to [End Date]
- Major: [Your Major]

I would appreciate it if you could process this request at your earliest convenience as I need the documents for [specific purpose, e.g., job applications, further education]. If there are any fees associated with this request or additional information required, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]