

Application for Transcript Scrutiny

Date: [Insert Date]

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

To,
The Registrar,
[University/College Name]
[University/College Address]
[City, State, Zip Code]

Subject: Application for Transcript Scrutiny and Acknowledgment

Dear [Registrar's Name],

I am writing to formally request a scrutiny of my academic transcript issued on [Insert Date of Transcript]. I believe that there are discrepancies in the grades awarded for the following courses:

- [Course Name 1] - [Reported Grade]
- [Course Name 2] - [Reported Grade]

I kindly ask for a thorough review of these particular courses, as I believe the grades do not accurately reflect my performance.

Furthermore, I would appreciate an acknowledgment of this application and a timeline for the scrutiny process if possible.

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

Sincerely,
[Your Name]
[Student ID Number]