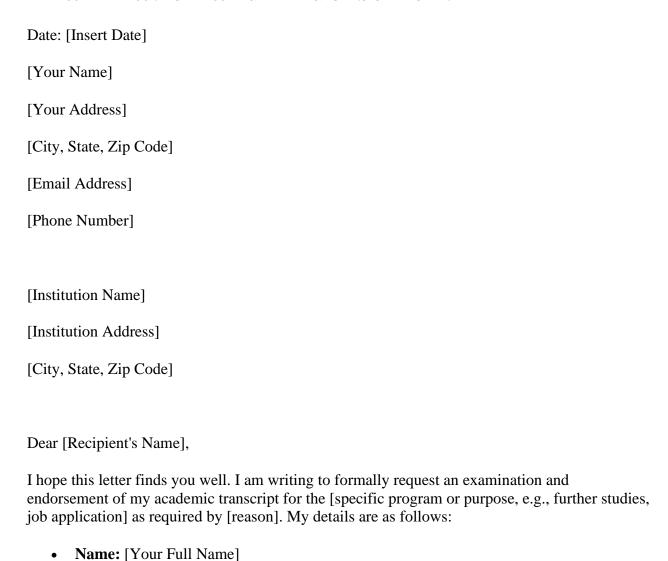
## Letter Template for Demand for Transcript Examination and Endorsement



I appreciate your attention to this matter and kindly ask for a prompt response, as I have deadlines to meet. Thank you for your assistance.

Sincerely,

Student ID: [Your Student ID]
Date of Birth: [Your Date of Birth]
Program of Study: [Your Program]

**Graduation Year:** [Your Graduation Year]

[Your Name]