

# Letter Template for Demand for Transcript Examination and Endorsement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an examination and endorsement of my academic transcript for the [specific program or purpose, e.g., further studies, job application] as required by [reason]. My details are as follows:

- **Name:** [Your Full Name]
- **Student ID:** [Your Student ID]
- **Date of Birth:** [Your Date of Birth]
- **Program of Study:** [Your Program]
- **Graduation Year:** [Your Graduation Year]

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,

[Your Name]