

Inquiry for Transcript Analysis and Confirmation

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the analysis and confirmation of my academic transcript.

Details are as follows:

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

I would appreciate it if you could provide me with information regarding the current status of my transcript, the process for analysis, and the expected time frame for confirmation.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]