

Notification for Transcript Inspection and Approval

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title/Position]

[Institution/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to formally notify you that your transcript is ready for inspection and approval. We appreciate your patience during the processing period.

Details regarding the inspection are as follows:

- **Inspection Period:** [Start Date] to [End Date]
- **Location:** [Inspection Location]
- **Contact Person:** [Contact Person's Name, Title, Contact Information]

During this period, you are welcome to review your transcript and ensure all information is accurate. Should you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your attention to this matter. We look forward to your prompt inspection and approval.

Sincerely,

[Your Name]

[Your Title]

[Institution/Organization Name]

[Phone Number]

[Email Address]