

Petition for Transcript Integrity Check and Endorsement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Title/Position]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an integrity check for my academic transcript dated [Insert Date of Transcript]. I believe it is essential to ensure that all records accurately reflect my academic performance and achievements.

Furthermore, I kindly seek your endorsement regarding this process, as it will contribute significantly to maintaining the credibility of our academic institution.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]