

Request for Transcript Audit and Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the audit and verification of my academic transcripts from [Insert Degree/Program] at [Institution Name], for the period of [Start Date] to [End Date].

Due to [reason for request, e.g., application for graduate school, job application, etc.], it is imperative that my records are accurate and up to date.

Attached are the necessary documents to assist you in this process. I would appreciate your prompt attention to this matter and kindly request an estimated timeline for the completion of the audit.

Thank you for your cooperation. I look forward to your swift response.

Sincerely,

[Your Name]