

Request for Transcript Review and Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[School/University Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a review and verification of my transcript for [specify the purpose, e.g., transfer application, job application, etc.].

My details are as follows:

Full Name: [Your Full Name]

Student ID: [Your Student ID]

Enrollment Dates: [Start Date] to [End Date]

I would greatly appreciate it if you could verify the accuracy of my transcript records, specifically with regard to [mention specific courses, grades, or issues, if any]. If there are any discrepancies, please inform me at your earliest convenience.

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

Sincerely,

[Your Name]