

Request for Transcript Evaluation and Authentication

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an evaluation and authentication of my academic transcripts from [Your Institution's Name]. As I plan to apply for [specific program/employment opportunity], it is crucial that I have my transcripts evaluated to ensure they meet the required standards.

For your reference, my details are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]

I have attached copies of my official transcripts and any additional documents you may require for this process. Please let me know if you need any further information or if there are specific forms that I need to complete. I appreciate your assistance and look forward to your prompt response.

Thank you for your time and consideration.

Sincerely,

[Your Name]