

Transcript Assessment and Validation Submission

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date: [Insert Date]

Office of Transcript Evaluation

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear Transcript Evaluation Officer,

I am writing to formally submit my academic transcripts for assessment and validation. I am seeking [specific purpose, e.g., admission to a program, employment, etc.]. Please find enclosed the necessary documents, including my official transcripts and related supporting materials.

Details of my academic background are as follows:

- Institution Name: [Your University/College]
- Degree Obtained: [Your Degree]
- Field of Study: [Your Major]
- Dates Attended: [Start Date] to [End Date]

I understand that there may be fees associated with this process, and I am prepared to comply with all necessary payment procedures. Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter. I look forward to your prompt response regarding the assessment of my transcripts.

Sincerely,

[Your Name]