

Request for Academic Transcript

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Admissions Office

[Graduate School Name]

[Graduate School Address]

[City, State, Zip Code]

Dear Admissions Committee,

I am writing to request an official copy of my academic transcript for the purpose of applying to graduate school. I am currently applying to [Graduate Program Name] at [Graduate School Name].

My details are as follows:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Year of Graduation: [Your Graduation Year]
- Degree Earned: [Your Degree]

Please send my transcript to the following address:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

If there are any fees associated with this request or if you require additional information, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]