

# High School Transcript Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

Admissions Office

[University Name]

[University Address]

[City, State, ZIP Code]

Dear Admissions Officer,

I am writing to formally request a copy of my high school transcript in order to complete my application for transfer to [University Name]. Below are my details for your reference:

**Full Name:** [Your Full Name]

**Date of Birth:** [Your Date of Birth]

**High School Attended:** [High School Name]

**Graduation Year:** [Graduation Year]

I would appreciate your assistance in sending my transcript to the following address:

[Your Address]

[City, State, ZIP Code]

If there are any fees associated with this request, please notify me, and I will ensure prompt payment. Thank you for your attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]