

Transcript Request for Employment Purposes

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a copy of my academic transcript from [Institution Name] for employment purposes. I am currently in the process of applying for a job that requires verification of my educational background, and your assistance in providing this documentation would be greatly appreciated.

My details are as follows:

- Name: [Your Name]
- Student ID: [Your Student ID]
- Graduation Year: [Your Graduation Year]

Please let me know if there are any forms I need to complete or fees I must pay to process this request. I appreciate your prompt attention to this matter, and I look forward to your reply.

Thank you for your assistance.

Sincerely,
[Your Name]