

Unofficial Transcript Request

Date: [Insert Date]

Office of the Registrar

[University Name]

[University Address]

[City, State, Zip Code]

Dear Registrar's Office,

I hope this message finds you well. My name is [Your Full Name], and I am a former student at [University Name]. I am writing to request an unofficial transcript for my personal records.

My details are as follows:

- Student ID: [Your Student ID]
- Date of Birth: [Your DOB]
- Dates of Attendance: [Start Date] to [End Date]

If possible, I would appreciate receiving the unofficial transcript via email at [Your Email Address] or by mail at the address listed below:

[Your Mailing Address]

Thank you for your assistance in this matter. Please let me know if you require any further information to process my request.

Sincerely,

[Your Name]

[Your Phone Number]