

Educational Background Adjustment Request

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request an adjustment to my educational background records. My name is [Your Name], and my student ID is [Your Student ID].

Due to [brief explanation of reason for adjustment, e.g., clerical error, completed additional coursework, etc.], I have noticed discrepancies in my academic records pertaining to [specific details about the educational background that need adjustment].

I would appreciate it if you could review the attached documentation to support my request, including [mention any documents such as transcripts, certificates, etc.].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]