

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

Office of the Registrar  
University Name  
University Address  
City, State, Zip Code

Dear Registrar,

I hope this message finds you well. I am writing to formally request an expedited release of my university transcript to support my job application process. I recently applied for a position that requires my transcript, and I would greatly appreciate your assistance in obtaining it as soon as possible.

My details are as follows:

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

I understand there may be a fee associated with this expedited request and am prepared to cover any costs. Please let me know the steps I need to take to facilitate this process.

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

Sincerely,  
[Your Name]