

# Official Transcript Request

Date: [Insert Date]

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

Office of the Registrar  
[University Name]  
[University Address]  
[City, State, ZIP Code]

Dear Registrar,

I am writing to formally request an official transcript of my academic records as an undergraduate student at [University Name]. My details are as follows:

Name: [Your Full Name]  
Student ID: [Your Student ID]  
Degree Program: [Your Degree Program]  
Dates of Attendance: [Start Date] to [End Date]

Please send my official transcript to the following address:

[Recipient Name or Institution Name]  
[Recipient Address]  
[City, State, ZIP Code]

If there are any fees associated with this request, please let me know. I appreciate your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]