

Transcript Request for Financial Aid Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University Name]

[Office of the Registrar/Financial Aid Office]

[University Address]

[City, State, Zip Code]

Dear [Registrar/Financial Aid Officer's Name],

I am writing to request an official copy of my university transcript for the purpose of financial aid verification. My details are as follows:

Name: [Your Full Name]

Student ID: [Your Student ID]

Date of Birth: [Your Date of Birth]

Graduation Year: [Your Graduation Year]

Please send the official transcript to the following address:

[Insert Address where transcript should be sent]

[City, State, Zip Code]

If there are any fees associated with this request, please let me know how to proceed with payment.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]