

# Transcript Request Letter

[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's Office,

I am writing to request an official copy of my transcript to support my graduate studies application. I am a former student at [University Name] and completed my degree in [Degree Title] in [Year of Graduation].

Please send my transcript to the following address:

[Recipient's Name]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

If there are any fees associated with this request, please let me know and I will arrange for payment promptly. Thank you for your assistance.

Sincerely,  
[Your Name]  
[Student ID Number]