

Transcript Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University Name]

Office of the Registrar

[University Address]

[City, State, Zip Code]

Dear Registrar,

I hope this message finds you well. My name is [Your Name], and I am a former student of [University Name], having graduated in [Graduation Year] with a degree in [Your Degree]. I am writing to formally request a copy of my transcript to support my applications for international study programs.

As required for my applications, I would like to request that my official transcript be sent directly to the following institution(s):

- [Name of Institution 1]
- [Name of Institution 2]
- [Additional Institutions if necessary]

For your reference, my student ID was [Your Student ID]. 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 in this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]