

Transcript Request for Licensing and Certification

[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 am writing to request an official transcript of my academic records from [University Name] for the purpose of licensing and certification. I am currently in the process of applying for [specific licensing or certification], and my transcripts are required as part of the application.

Below are my details for processing my transcript request:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Degree Earned: [Your Degree]
- Graduation Date: [Your Graduation Date]

Please send my transcript to the following address:

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

I appreciate your prompt attention to this request. Should you require any further information or payment for the processing fee, please do not hesitate to contact me at the phone number or email address listed above.

Thank you for your assistance.

Sincerely,

[Your Name]