

Transcript Request for Scholarship Purposes

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 hope this message finds you well. I am writing to request an official transcript of my academic records from [Your Degree Program] at [University Name]. I am currently applying for a scholarship that requires submission of my transcript as part of the application process.

My details are as follows:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Date of Birth: [Your Date of Birth]
- Graduation Year: [Your Graduation Year]

Please send the transcript directly to the following address:

[Scholarship Organization Name]
[Scholarship Organization Address]
City, State, Zip Code

If there are any fees associated with this request, please let me know, and I will provide payment as soon as possible. Thank you for your assistance in this matter; it is greatly appreciated.

Sincerely,
[Your Name]