

Letter of Appeal for Educational Transcripts

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a copy of my educational transcripts from [Institution Name]. I am currently [explain your situation, e.g., applying for further studies, a job, etc.], and I need my transcripts for this process.

Here are my details for your reference:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Student ID (if applicable): [Your Student ID]
- Years of Attendance: [Years]

I understand there may be certain procedures or fees involved in obtaining these documents. If so, please let me know how I can comply with those requirements. Your assistance in this matter would be greatly appreciated.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

[Your Name]