

Letter of Application for Retrieval of Student Files

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the retrieval of my student files from [Institution's Name]. As a former student who graduated in [Graduation Year], I am in need of my academic records for [specific purpose, e.g., further studies, employment, etc.].

My details are as follows:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Program of Study: [Your Program]
- Date of Birth: [Your Date of Birth]

I would appreciate it if you could provide my files at your earliest convenience. If there are any forms or fees required to process this request, please let me know how I can fulfill them.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]