

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [School Official's Name/Registrar],

I hope this message finds you well. I am writing to request my official school records from [School Name]. I attended from [Start Year] to [End Year], and I graduated in [Graduation Year].

For your reference, my details are as follows:

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

Please send my records to the address mentioned above or to my email address at [Your Email Address]. If there is a fee for this service, kindly let me know how to proceed.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]