

# Letter of Demand for Access to Academic Performance Records

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Office of the Registrar  
Institution Name  
Institution Address  
City, State, Zip Code

Dear [Registrar's Name],

I am writing to formally request access to my academic performance records, as permitted under [applicable laws or institutional policies]. My details are as follows:

- **Full Name:** [Your Full Name]
- **Student ID:** [Your Student ID]
- **Course/Program:** [Your Course/Program]
- **Year of Enrollment:** [Year]

Please let me know if there are any forms I need to complete or fees I need to pay to facilitate this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,  
[Your Name]