

# Request for Educational History Documentation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request my educational history documentation from [Institution/Organization Name]. I would appreciate it if you could provide the following information:

- Official transcripts
- Enrollment records
- Degree verification

Please let me know if there are any forms I need to complete or fees associated with this request. If possible, I would appreciate your assistance in expediting this process, as I need the documentation for [reason for request].

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

Sincerely,

[Your Name]