

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[School/Institution Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the academic records for [Student's Full Name], who attended [School/Institution Name] from [Start Year] to [End Year].

As part of [reason for the request, e.g., college application, job application], it is essential for us to obtain these records. Please include all relevant information, such as grades, courses taken, and any other pertinent details.

If there are any forms or fees required for processing this request, please let me know at your earliest convenience. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Signature (if sending hard copy)]