

Request for Personal School Documentation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request copies of my personal school documentation, including my transcript, diploma, and any other relevant academic records. I am currently [explain reason, e.g., applying for a job, pursuing further education], and these documents are essential for my application process.

My full name is [Your Full Name], and I graduated from [School's Name] in [Year of Graduation]. My student ID number, if applicable, is [Your Student ID]. I would appreciate it if you could send these documents to my address listed above at your earliest convenience.

If there are any forms or fees that I need to complete or pay, please let me know. Thank you for your assistance with this matter.

Sincerely,

[Your Name]