Request for Access to Academic Records

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Title/Position]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request access to my academic records maintained by [Institution Name]. I am a [current/former] student, and my details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your DOB]
- Student ID: [Your Student ID]
- Years Attended: [Start Year] to [End Year]

Under [insert relevant legislation, e.g., FERPA], I am entitled to access my educational records. I would appreciate it if you could provide me with copies of my transcripts, grades, and any other pertinent records.

Please let me know if there are any forms or fees required to process this request. I would prefer to receive the documents via [email/mail], if possible.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]