

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request my academic transcripts from [Institution's Name]. My details are as follows:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID] (if applicable)
- Dates of Attendance: [Start Date] to [End Date]
- Date of Birth: [Your Date of Birth]

I would appreciate it if you could send the transcripts to the following address:

[Recipient's Name or Institution's Name]  
[Address]  
[City, State, Zip Code]

If there are any fees associated with this request, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]