

[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 letter finds you well. I am writing to formally request copies of my academic documents, including [specific documents you need, e.g., transcripts, diplomas] for the period of [specify dates or years]. I am currently [briefly explain your situation, e.g., applying for further studies, a job opportunity, etc.], and these documents are required as part of my application process.

My details are as follows:

- Full Name: [Your Full Name]
- Student ID (if applicable): [Your Student ID]
- Date of Birth: [Your Date of Birth]

Please let me know if there are any forms I need to complete or fees I need to pay to process this request. 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 a hard copy)]