

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[School/Institution Name]  
[School/Institution Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Subject Access Request for Educational Records

I am writing to formally request access to my educational records in accordance with [relevant data protection law, e.g., the Data Protection Act 2018 in the UK or FERPA in the USA].

Please provide me with copies of all records held by [School/Institution Name] concerning my education, including but not limited to:

- Transcripts
- Attendance records
- Assessment results
- Disciplinary records
- Any other relevant documents

My details are as follows:

- Full name: [Your Full Name]
- Date of birth: [Your Date of Birth]
- Student ID (if applicable): [Your Student ID]
- Dates of attendance: [Your Dates of Attendance]

I appreciate your attention to this matter and look forward to receiving the requested information within the statutory time frame. Should you require any further information to process my request, please do not hesitate to contact me at the provided details.

Thank you for your assistance.

Sincerely,

[Your Name]