

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

[Recipient's Name]  
[University/College Name]  
[Department Name]  
[University/College Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a copy of my CGPA transcript for [specify the purpose, e.g., graduate school application, job application, etc.].

My details are as follows:

- Student ID: [Your Student ID]
- Full Name: [Your Full Name]
- Program: [Your Program Name]
- Year of Graduation: [Your Graduation Year]

I would appreciate it if you could send the transcript to my email address at [Your Email Address] or to the address mentioned above.

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

Sincerely,  
[Your Name]