

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

Office of the Registrar  
Fox Valley Technical College  
1825 N. Bluemound Drive  
Appleton, WI 54912

Dear Registrar,

I hope this letter finds you well. I am writing to request my official transcript from Fox Valley Technical College. Below are my details to assist you in processing my request:

- Full Name: [Your Full Name]
- Student ID Number: [Your Student ID]
- Date of Birth: [Your Date of Birth]
- Program of Study: [Your Program/Field of Study]
- Dates of Attendance: [Start Date] to [End Date]

Please send my official transcript to the following address:

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

I understand there may be a fee for this service, and I am prepared to cover any associated costs. Please let me know if you require any further information or documentation to process my request.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

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