

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

Office of the Registrar
Fort Valley State University
1005 State University Drive
Fort Valley, GA 31030

Dear Registrar,

I hope this letter finds you well. I am writing to request [specific request, e.g., a copy of my transcript, assistance with my enrollment status, etc.]. My information is as follows:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Dates of Attendance: [Start Date] to [End Date]

I would appreciate your assistance with 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)]