

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

Office of the Registrar
Georgia Gwinnett College
[Office Address]

[City, State, Zip Code]

Subject: Request for Transcript

Dear Registrar,

I hope this message finds you well. I am writing to formally request my academic transcript from Georgia Gwinnett College. Below are my details for your reference:

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

Please send my transcript to the following address or email:

[Recipient Name/Organization]
[Recipient Address/Email]
[City, State, Zip Code]

I understand there may be a fee associated with this request and I am willing to cover any necessary charges. Please let me know if you require any additional information to process my request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]