

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

[Institution Name]
[Office of the Registrar/Appropriate Department]
[Institution Address]
[City, State, Zip Code]

Dear [Registrar's Office/Appropriate Contact's Name],

Subject: Request for Transcript

I hope this letter finds you well. I am writing to request an official transcript of my academic records from [Your Program or Degree] at [Institution Name].

My details are as follows:

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

I need the transcript for [state the purpose, e.g., transfer application, job application, etc.]. Please send the transcript to the following address:

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

If there are any fees associated with this request, please let me know how to proceed with payment.

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

Sincerely,

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