

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

Office of the Registrar

[Institute Name]
[Institute Address]
[City, State, Zip Code]

Subject: Request for Official Transcript

Dear Registrar,

I hope this message finds you well. I am writing to formally request an official transcript of my academic records from [Your Department/Program] at [Institute Name].

****Details:****

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

I would like to have my transcript sent to the following address:

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

If there are any fees associated with this request, kindly inform me, and I will ensure they are paid promptly.

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

Sincerely,

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