

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request my academic documents, specifically [mention the specific documents you need, e.g., transcripts, diplomas, certificates], from [Institution Name].

I graduated in [Month, Year] with a [Degree] in [Field of Study]. My student ID was [Your Student ID], and I believe my records should be available for processing.

[If applicable, briefly explain why you need these documents, e.g., for further education, employment, etc.].

Please let me know if there are any forms I need to complete or fees required for processing this request. I would greatly appreciate your assistance in this matter and look forward to your prompt response.

Thank you very much for your attention to my request.

Sincerely,
[Your Name]