

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request my academic records from [specific program or course] at [Institution's Name]. I am an alumnus/alumna who graduated on [graduation date], and I require these records for [specify reason, e.g., further education, employment application].

Please let me know if there are any forms I need to complete or fees that need to be paid in order to process this request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Student ID or Social Security Number, if applicable]