

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an official transcript of my academic records from [Institution's Name].

My details are as follows:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Date of Birth: [Your Date of Birth]
- Program of Study: [Your Program or Degree]
- Years Attended: [Start Year] to [End Year]

I would appreciate it if you could send the transcript to the following address:

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

If there are any fees associated with this request or any additional information required, please let me know. Thank you for your assistance.

Sincerely,

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