

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

Office of the Registrar
University of Johannesburg
[University Address]
[City, State, Zip Code]

Dear Registrar,

Subject: Request for Graduation Transcript

I hope this message finds you well. I am writing to formally request my graduation transcript from the University of Johannesburg.

Details of my enrollment are as follows:

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

I require the transcript for [state the purpose, e.g., further studies, job application, etc.], and I would appreciate your prompt assistance in processing this request.

Please let me know if there are any fees associated with this request or if you need any further information from my side.

Thank you for your attention to this matter.

Sincerely,

[Your Name]