

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[University/Department Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name or "Transcript Office"],
Subject: Request for Transcript

I hope this message finds you well. I am writing to formally request a copy of my academic transcript. I am currently a student at the University of [University Name], and my student ID number is [Your Student ID].

I require my transcript for [specific reason, e.g., applying for a graduate program, job application, etc.]. I would appreciate it if you could send my transcript to the following address:

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

If there are any forms or fees required for this request, please let me know, and I will take care of them promptly.

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

Sincerely,

[Your Name]
[Your Student ID]
[Your Program/Major]
[Your Graduation Year (if applicable)]
[Your Signature (if mailing a hard copy)]