

Formal Letter Requesting Academic Records

Subject: Request for Academic Records

Dear Registrar,

I am writing to request a complete copy of my academic records, including transcripts and grade reports, from [University/College Name]. This information is required for the purpose of applying to [Graduate Program/Scholarship/Job Application].

Kindly inform me of any fees or forms necessary to process this request. Your assistance in providing these documents at your earliest convenience will be greatly appreciated.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]

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