

Formal Academic Transcript Request Letter

Subject: Request for Official Academic Transcripts

Dear Registrar's Office,

I am writing to formally request official transcripts of my academic records from [Institution Name]. I am a former student who attended from [Start Date] to [End Date] with student ID number [Student ID].

I require these transcripts for [specific purpose - job application, graduate school admission, professional licensing, etc.]. Please send [number] official copies of my complete academic transcript to the following address:

[Recipient Address]

[City, State, ZIP Code]

I understand there may be processing fees associated with this request. Please inform me of any costs and acceptable payment methods. I am willing to pay by check, money order, or online payment as per your institution's policy.

If you require any additional information or documentation to process this request, please contact me at [phone number] or [email address]. I would appreciate if you could confirm receipt of this request and provide an estimated timeline for completion.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Date]

Get more templates here:

<https://www.lettersandtemplates.com/letters/sample-letter-of-request-for-documents>