

**Registration office**  
Final international university  
Toroslar Caddesi, No: 6, Catalköy, Girne, KKTC.

Request for Transfer Letter and Academic Transcript

Dear Sir/ma

I hope this letter finds you well. My name is Ismail Ibrahim, a student of psychology faculty of science and literature with student ID 2105020039.

I am writing to formally request the release of my **transfer letter** and **official academic transcript**. I require these documents to facilitate my application process with other institutions.

I would appreciate your assistance in preparing the documents at your earliest convenience.

Thank you for your time and support.

Sincerely,  
Ismail Ibrahim  
2105020039