**{{fullName}}   
**The State University of Zanzibar (SUZA),**  
P.O. Box 146,  
Zanzibar, Tanzania,  
Tel: {{phoneNumber}}.  
{{date}}**

**[Title of Letter Receiver]  
**The State University of Zanzibar (SUZA),**  
P.O. Box 146,  
Tunguu Main Campus,  
Zanzibar, Tanzania.  
Tel: +255 24 223 0724  
Website:** [www.suza.ac.tz](http://www.suza.ac.tz)

**RE: REQUEST FOR ACADEMIC TRANSCRIPT**

**Dear Sir/Madam,**

**I am writing to request an official academic transcript. I am a year {{yearOfStudy}} student (or graduate) of the {{programOfStudy}} at The State University of Zanzibar (SUZA), with registration number {{registrationNumber}}.**

**The transcript is required for {{transcriptPurpose}}. Kindly let me know the process or any required fees I should settle to facilitate this request.**

**Please inform me once the transcript is ready or if further information is needed. I can be contacted at {{phoneNumber}} or via email at {{email}}.**

**Thank you for your assistance.**

**Sincerely,**

**{{fullName}}**