

TOPIC: Transcript Request

Subject: Transcript Request for Job Application/Graduate School Admission

Dear [Registrar's Office or appropriate department],

I hope this email finds you well. I am writing to request the issuance of my official transcripts for the purpose of [specify whether it's for a job application or graduate school admission]. I am currently in the process of applying to [Name of Company/Graduate Program], and they require official transcripts as part of their application process.

Here are the details you may need for processing my request:

Full Name: [Your Full Legal Name]

Student ID/Registration Number: [Your Student ID, if applicable]

Date of Birth: [Your Date of Birth]

Dates of Attendance: [Specify the inclusive dates of your enrollment]

Program/Degree: [Specify your major or degree program]

Current Contact Information: [Your Current Mailing Address]

Number of Copies: [Specify the number of official transcripts you require]

Please find attached a signed release form, if necessary, authorizing the release of my transcripts to the designated recipients.

I kindly request that you send the official transcripts directly to the following address or email, as per the requirements of [Name of Company/Graduate Program]:

[Recipient's Name (if applicable)]

[Recipient's Address or Email Address]

If there are any fees associated with this request, please let me know the payment process and the total amount due. I am prepared to fulfill any financial obligations promptly.

I would appreciate it if this request could be processed as soon as possible, as the [Name of Company/Graduate Program] application deadline is approaching. If you require any additional information or documentation to facilitate this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter. Your assistance in this regard is greatly appreciated, and I look forward to a successful outcome in my application process.

Sincerely,

[Your Full Name]

[Your Student ID (if applicable)]

[Your Contact Phone Number]

[Your Email Address]

[Attachment: Signed Release Form, if required]