

Dear Registrar's Office,

My name is Dat Le. I'm an alumnus. I think you already know me as I wrote an email to you for instruction how to order a transcript with my special case. I think Basha Starr was in charge with me. Below is my need from you to handle my special case:

Please fill in the "Issued to" section on my transcript as following:

**"WES Reference No. 3813729**

World Education Services

Attention: Documentation Center

2 Carlton Street, Suite 1400

Toronto, Ontario M5B 1J3

Canada"

I also attach an additional document named "Dat Le - SJU Academic Records Request Form.pdf". Please complete section B of the form and put it along with my transcript into an envelope then seal and sign it. And then please put the sealed envelope that contains my transcript and the form into a bigger envelope and send it to me as the following address:

"Dat Le

141 Old Short Hills Rd. Apt. 94

West Orange, NJ 07052"

I would really appreciate your cooperation for my case.

Best regards,

Dat Le