

Re: _____ transcripts

Dear Sir/Madam,

(Check if applicable) As previously discussed, I, _____, enrolled at _____ during _____ [duration], do request ___ official sealed copies of the below transcripts to be sent to the below address:

My date of birth is _____. (Check if applicable) and my name while enrolled was _____. (Check if applicable): The school/university roll number is: _____. (Check if applicable): I have also included my (Check all applicable): ID Proof Copy of Degree Other: _____.

I have attached (Check one) a personal check a money order Other: _____ for an amount of \$_____ for the cost of the request and mailing the transcript.

Please kindly issue the above transcripts. If you have any questions, please contact me at the below contact number or email address.

Sincerely,

Contact No.: _____

Email Address: _____

