

# TRANSCRIPT REQUEST LETTER

Jane Doe  
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Anytown, State 12345  
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(555) 123-4567  
August 21, 2023

Mr. John Smith  
Registrar  
Prestige University  
456 University Avenue  
Cityville, State 67890

Dear Mr. Smith,

I hope this letter finds you well. I am writing to request a copy of my official academic transcript from Prestige University. My name is Jane Doe, and I am an alumnus of Prestige University, having graduated in May 2022 with a degree in Business Administration.

As I embark on the next phase of my journey, which involves applying for graduate programs in Business Analytics, I recognize the crucial role a comprehensive academic record plays in the admissions process. The education I received at Prestige University has not only enriched my understanding of business concepts but also equipped me with the skills necessary to excel in data-driven decision-making.

I kindly ask for your assistance in providing me with an official transcript that accurately showcases my academic achievements during my time at Prestige University. This transcript will serve as a testament to the rigorous curriculum and exceptional faculty that Prestige University is known for, and it will significantly strengthen my applications to top-tier graduate programs.

Could you please provide me with the procedure for requesting an official transcript and any associated fees? I am committed to fulfilling all necessary requirements promptly to ensure a seamless and timely delivery of the transcript. If there are any additional forms or documentation needed, please inform me, and I will promptly provide them.

For your reference, here are some details related to my time at Prestige University:

- Full Name: Jane Doe
- Student ID: P123456
- Date of Birth: January 15, 2000
- Graduation Date: May 20, 2022
- Contact Information: jane.doe@email.com, (555) 123-4567

I take great pride in being an alumna of Prestige University, and I am truly grateful for the education and experiences that have played an instrumental role in shaping my professional aspirations. I wholeheartedly appreciate your assistance in this matter and eagerly await your positive response.

Thank you for your time and consideration.

Warm regards,

[Your Handwritten Signature]  
Jane Doe