

Date: [Date]

To: The Registrar / Records Office
[University/Institution Name]
[Department Address]
[City, State, Zip Code]

Subject: Request for Official Academic Transcript

To Whom It May Concern,

I am writing to formally request my official academic transcript for the purpose of a professional recruitment process. I am currently a candidate for a position at [Hiring Company Name] and require these documents to verify my educational credentials.

Student Information:

- Full Name (while enrolled): [Your Full Name]
- Student ID Number: [Your Student ID]
- Date of Birth: [Your Date of Birth]
- Degree Earned: [Name of Degree]
- Year of Graduation: [Year]

Please send the official electronic transcript to the following email address: **[HR Email Address]**.

Alternatively, if a physical copy is required, please mail it to:

[Hiring Manager/HR Name]
[Hiring Company Name]
[Company Address]
[City, State, Zip Code]

I have enclosed the required processing fee of \$[Amount], if applicable. Please notify me if any additional information or documentation is needed to fulfill this request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]
[Your Phone Number]
[Your Email Address]