

High School Transcript Request Letter

[Your Name]

[Address]

[Letter's Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -optional

Dear [recipient's name],

I (sender's name) am a proud graduate and a gold medalist of the Lincoln High School. I am writing this letter to request the issuance of my high school transcript graduated in 2015. I am quite aware of Lincoln High School's policy and I know it will take around a week but I request an urgent delivery since the place where I applied for job has asked for the complete documents till this Thursday.

I am aware of the charge of (required fee) for this document according to the rules. I have enclosed a money order of (required fee). And to help you access my documents my registration number is B-2156.

I want these documents to be sent at my place. My address is (Sender's address). I hope that it won't take too long.

Thank you very much.

Yours Sincerely,

[Your Name]