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Dear Sir or Madam:

This letter is a written request for 1 official sealed copies of my high school transcript to be sent to:

_____
Attention: _____
_____
_____

My social security number is_____and my date of birth is _____.
I was enrolled at_____during the following time period: _____.

Enclosed is payment in the amount of $_____to cover this request.

IF you have any questions or need additional information, I can be contacted by phone at _____.

Thank you for your prompt attention to this request.

Sincerely,

_____

Enclosure: payment

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