

Robert Smith
123 Main Street
Anytown, NE 80000

March 13, 2005

Buster Brown Regional
123 Academic Lane
Aiken, SC 29801

Dear Buster Brown Regional:

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

Buster Brown Regional
Attention: Principal Stern
123 Academic Lane
Aiken, SC 29801

My social security number is 234-45-6789 and my date of birth is March 01, 1975. I was enrolled at Buster Brown Regional during the following time period: Sept. 8, 1980 to June 1, 1983.

Enclosed is my personal check, number 101, in the amount of \$5.00 to cover this request.

Please contact me at the address given above if you have any questions or need additional information.

Thank you for your prompt attention to this request.

Sincerely,

Robert Smith

Enclosure

Final Checklist for Transcript Request

For: Robert Smith

March 13, 2005

Make It Legal

_____ Sign the letter.

Copies

_____ Keep a copy of the letter for your records.

Attachments

* Attach a check for the total amount necessary to send the transcript(s).

Reasons to Update

* To send a follow-up letter to an earlier request.

* To have a transcript sent to another school, university, or organization.