

Law School Transcript Request Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Registrar's Office]

[Law School Name]

[School Address]

[City, State, ZIP Code]

Dear Registrar,

I am writing to request an official copy of my law school transcript. My details are as follows:

Name:

Student ID Number:

Dates of Attendance:

Degree Conferred (if applicable):

Please send the transcript to the following address:

[Recipient Name or Institution]

[Mailing Address]

If there are any fees or additional forms required, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]