[Your Name]
[Your Student ID Number]
[Your Phone Number]
[Your Email Address]

[Date]

[Name of Registrar/Recipient]
[Office of the Registrar]
[Name of Institution]
[Institution Address]

RE: LETTER OF INSTRUCTION FOR EXPEDITED TRANSCRIPT REQUEST

To the Office of the Registrar,

I am writing to formally request the preparation and delivery of my official academic transcript on an expedited basis. Below are my enrollment details:

- **Full Name:** [Your Full Name]
- **Date of Birth:** [MM/DD/YYYY]
- **Dates of Attendance:** [Start Date] to [End Date/Present]
- **Degree Conferred/Sought:** [Name of Degree]

Please process [Number] copies of my official transcript. I am requesting **Expedited/Rush Processing** due to [mention brief reason, e.g., an urgent employment deadline or graduate school application].

Delivery Instructions:

Please send the transcript(s) via [Priority Mail/FedEx/Electronic Delivery] to the following recipient:

[Recipient Name/Organization]
[Recipient Department]
[Recipient Address/Email Address]

I understand that there are additional fees associated with rush processing and overnight shipping. I have [attached proof of payment / authorized payment via the online portal / included a check].

Please notify me via email at [Your Email Address] once the request has been processed and dispatched.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]