[Your Full Name]
[Your Student ID Number]
[Your Date of Birth]
[Your Phone Number]
[Your Email Address]

[Date]

Office of the Registrar
[Name of University/Institution]
[Department Address]
[City, State, Zip Code]

Subject: Formal Instruction for Issuance of Certified Electronic Transcript

To the Office of the Registrar,

I am writing to formally request the preparation and delivery of my official, certified electronic academic transcript. My records indicate that I attended [Name of University] from [Start Date] to [End Date/Graduation Date] within the [Name of Faculty/Department] program.

Please send the secure electronic transcript to the following recipient:

Recipient Name/Organization: [Name of Recipient]
Recipient Email Address: [Recipient Email Address]
Purpose of Request: [e.g., Employment, Graduate School Application, Visa Processing]

I understand that there may be a processing fee associated with this request. I have [attached proof of payment / completed the online payment portal] as required by the university protocols.

Please ensure the document is sent as a password-protected or digitally signed PDF to maintain its certified status. I would appreciate a confirmation email once the transcript has been successfully dispatched to the recipient.

Thank you for your assistance with this matter.

Sincerely,

[Signature - if sending by mail]
[Your Printed Name]