

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
School Name  
Address Line  
City, State Zip Code

Re: Request for Academic Record

Dear Principal :

I am submitting a request for Name of Child academic record. He/She is in the process of applying to a number of summer science programs and all applicants are required to submit a copy of his/her current grades. If there is a cost associated with the retrieval of this information, please contact me and I will forward the funds to you.

Sincerely,

N A M E