

# Request for Transcript

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Date: \_\_\_\_\_  
To: \_\_\_\_\_  
Re: \_\_\_\_\_

Please be advised that I am being considered for employment by *Gyn Care* and, in order to complete my application, they have requested a copy of my school transcript.

Please send a transcript to the following:

Firm: Gyn Care  
Address: 1920 W. Sale Rd., Bldg. F, Ste. 5  
Lake Charles, LA 70605  
Attention: Human Resources

Thank you.

Sincerely,

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Attended: \_\_\_\_\_ To: \_\_\_\_\_  
(month & year) (month & year)

Degree/Diploma Received: \_\_\_\_\_

Enclosed is \$ \_\_\_\_\_ to cover cost of transcript.