Walter Halt,

Leipzig

January 17, 2000

Mr. Carlos Dope,

Administrative Officer,

Leipzig School of Arts,

Leipzig, UK

Dear Mr. Dope,

I am Walter Halt and am a part of the alumni of Leipzig school of Arts during the year 1999-2000. I was from the Social Science background and my roll during the study was SS156.

I write to you, sir to request you to issue me transcripts of my study. I have applied for further studies in The University of California and I need to submit my transcripts as is the standard procedure. I may also request you to take pains in issuing it in the format I have attached in the enclosure, since my college demands to receive it in the same format. Lastly Sir, I request you to kindly issue it by the 25th of this month.

Thanks in Advance for your kind consideration.

Sincerely,

Walter Halt

Enclosed (1)