

Formal letter to release student records

Subject: Authorization for Academic Records

Dear Registrar,

I, [Parent/Guardian Full Name], parent/guardian of [Child's Full Name], currently studying in [Grade/Class], hereby authorize [Authorized Person's Full Name] to collect copies of academic transcripts, certificates, or any official academic records on my behalf.

This authorization is valid from [Start Date] to [End Date]. The authorized person will present valid identification for verification purposes.

Kindly provide them with full cooperation.

Sincerely,

[Parent/Guardian Full Name]

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