

Sample Authorization Letter For Transcript Of Records

Dear Sir/Madam,

I, [Your Name], am writing this letter to authorize the release of my transcript of records to [Name of Recipient]. I am currently unable to personally request and pick up the transcript due to [state the reason, e.g. work commitment, health condition, etc.], and therefore, I am entrusting [Name of Recipient] to do it on my behalf.

Enclosed are the necessary documents to prove my identity and authorization, including a copy of my government-issued ID and a signed copy of this letter. [Name of Recipient] will present these documents upon request.

I appreciate your kind assistance in this matter.

Sincerely,

[Your Name]