

Formal Authorization Letter for Transcript of Records

Subject: Authorization to Request and Collect Transcript of Records

Dear Registrar,

I, [Your Full Name], a former student of [University/College Name], hereby authorize [Authorized Person's Full Name] to request, process, and collect my official Transcript of Records on my behalf. My student ID number is [Your ID Number], and I completed my [Course/Degree Name] in [Year of Graduation].

I am unable to appear in person due to [Reason, e.g., current employment abroad, illness, relocation, etc.]. The authorized representative will present valid identification along with a photocopy of my own ID for verification purposes.

Please extend your assistance to [Authorized Person's Name] to complete this transaction smoothly. Thank you for your understanding and support.

Sincerely,

[Your Signature]

[Your Printed Name]

[Contact Information]

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