

# Simple Authorization Letter for Transcript Collection

Subject: Authorization to Collect Transcript of Records

Dear [Registrar/School Official],

This letter is to authorize [Authorized Person's Name] to collect my Transcript of Records from [School Name] on my behalf. I am currently unable to collect it personally due to [Reason].

Attached are copies of my identification card and that of my authorized representative for verification. Kindly release the document to them at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

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