

Authorization Letter for Transcript Request Due to Overseas Employment

Subject: Authorization to Request Transcript of Records

Dear Registrar,

I am [Your Name], a graduate of [Course Name, Year]. I am currently employed overseas and unable to appear personally at [University/College Name] to request my Transcript of Records.

I hereby authorize [Authorized Person's Name], whose ID number is [ID Number], to request and claim the said document on my behalf. Attached are copies of our valid identification cards for your verification.

Please extend your kind cooperation in facilitating this request.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Contact Information]

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