

Official Authorization Letter for Transcript Retrieval by Parent

Subject: Authorization to Retrieve Transcript of Records

Dear [Registrar/Office of the Registrar],

I, [Your Full Name], hereby authorize my parent, [Parent's Full Name], to retrieve my Transcript of Records from [School Name]. I am unable to visit the campus personally as I am currently residing in another city.

Attached are photocopies of our valid IDs and my student records for your reference. Please assist my parent in completing this process on my behalf.

Thank you very much for your support.

Yours truly,

[Your Signature]

[Your Name]

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