

Authorization Letter for College Transcript Request (Graduate Student)

Subject: Authorization for Transcript Request

Dear [Registrar's Name],

I am [Your Name], a graduate student of [Program Name] at [University Name]. I am writing to authorize [Authorized Person's Name] to request and collect my Transcript of Records on my behalf.

I am currently engaged in full-time research work outside the city, and therefore, unable to appear in person. Please find attached the copies of our identification documents for verification purposes.

Your cooperation in processing this request will be greatly appreciated.

Sincerely,

[Your Name]

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