

Authorization Email for Transcript Request

Subject: Request for Transcript Authorization

Dear [Registrar's Name],

Good day. I hope this message finds you well. I am [Your Name], a former student of [Department/Program] at [University Name]. I would like to authorize [Authorized Person's Name] to request and collect my Transcript of Records on my behalf as I am currently out of town. Attached are scanned copies of both our valid IDs for your verification. Kindly confirm if there are any forms or fees required for processing.

Thank you for your assistance and kind consideration.

Warm regards,

[Your Name]

[Email Address]

[Contact Number]

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