

Quick Authorization Letter for Urgent Transcript Request

Subject: Urgent Authorization for Transcript Collection

Dear [Registrar's Name],

This is to authorize [Authorized Person's Full Name] to collect my Transcript of Records from [School Name] on my behalf. I urgently need the document for a job application and cannot visit the campus due to schedule constraints.

Please find attached the copies of our IDs for reference. Thank you for your prompt assistance.

Sincerely,

[Your Name]

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