

Authorization Letter For Transcript Of Records from University or College Template

Dear Registrar,

I, [Your Full Name], am writing to authorize [Authorized Person's Full Name], whose details are as follows:

Full Name: [Authorized Person's Full Name]

Relationship to Student: [e.g., Parent, Spouse, Friend]

Identification Type and Number: [e.g., Driver's License, Passport, etc.]

Contact Information: [Authorized Person's Phone Number and Email Address]

I hereby grant [Authorized Person's Full Name] permission to request and collect my academic transcript on my behalf from [University/College Name]. This authorization is valid for the specific purpose of obtaining my official academic records.

To facilitate this process, I have attached a copy of my [Student ID Card/Driver's License/Passport] for verification purposes. [Authorized Person's Full Name] will present this identification when requesting the transcript.

I appreciate your assistance in this matter and kindly request that you provide [Authorized Person's Full Name] with a copy of my official transcript at your earliest convenience.

Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.