

Authorization Letter For Transcript Of Records for Employment Verification Example

Dear [Recipient's Name],

I hope this letter finds you in good health. I am writing to authorize the release of my academic records, specifically my Transcript of Records, to [Name of Company/Organization] for the purpose of employment verification.

I, [Your Name], hereby grant permission to [Name of Company/Organization] to request and obtain a copy of my Transcript of Records from [Name of Educational Institution]. This authorization is given for the sole purpose of verifying my educational qualifications as part of the employment process.

Please find below the details required for verification:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Student ID (if applicable): [Your Student ID]

Course/Program: [Your Course/Program]

Date of Graduation (if applicable): [Date of Graduation]

Furthermore, I authorize [Name of Company/Organization] to contact the relevant authorities at [Name of Educational Institution] to confirm the authenticity of the documents provided.

I understand that this authorization is valid until [Specify Expiry Date, if applicable], after which it will be considered null and void.

If any additional documentation or information is required for this process, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,