

Authorization Letter For Transcript Of Records for Scholarship

Subject: Authorization for Release of Transcript of Records

Dear [Recipient's Name],

I hope this letter finds you in good health. I am writing to request the release of my academic records, specifically my Transcript of Records, for the purpose of applying for the [Name of Scholarship] offered by [Scholarship Organization/Institution Name].

I, [Your Name], hereby authorize the release of my Transcript of Records to the scholarship committee responsible for evaluating applicants for the [Name of Scholarship].

This authorization is given for the sole purpose of allowing the scholarship committee to review my academic qualifications in support of my application for the [Name of Scholarship].

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

If there are any fees associated with this request, please inform me in advance, and I will make the necessary arrangements for payment.

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if any further information or documentation is required.

Thank you for your consideration.

Sincerely,