

Authorization Letter For Transcript Of Records for Transfer or Admission

Subject: Authorization for Release of Transcript of Records

Dear [School Official's Name],

I hope this letter finds you well. I am writing to formally request the release of my academic records, specifically my Transcript of Records, from [Name of Current School/Institution].

I, [Your Name], hereby authorize the release of my Transcript of Records to the [Name of Target School/Institution] for the purpose of [Specify Purpose, e.g., Admission Application].

This authorization is given for the sole purpose of facilitating my application for admission at the [Name of Target School/Institution]. 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.

I appreciate your prompt attention to this matter and thank you for your cooperation.

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

Sincerely,