

Professional Authorization Letter for Educational Records

[Date]

To: Registrar's Office

[Educational Institution Name]

[Address]

Subject: Authorization to Access Educational Records

Dear Registrar,

I, [Your Full Name], Student ID [ID Number], hereby authorize [Authorized Person's Name] to access, obtain, and receive copies of my educational records from your institution.

This authorization specifically covers: transcripts, grade reports, enrollment verification, degree certificates, and any other academic documentation.

The authorized person will present valid identification along with this letter. This authorization is valid for a single transaction and expires on [Date].

Please release the requested documents to the authorized person and feel free to contact me at [Phone Number] or [Email] if you require any clarification.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Printed Name]

[Contact Information]

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