(**First-party’s Name**)

(Address)

(City, Zip Code)

(Date)

**(Recipient Name)**

(Address)

(City, Zip Code)

To Whom It May Concern:

I, *(****first-party’s name)*,** hereby grant the bearer of this letter, ***(state name of bearer),*** permission to request, claim and sign any school clearance form for my transcript of records on **(*insert date of transaction****)* on my behalf. I am unable to accomplish this in person due to (***state reason for absence****)*.

Attached herewith is a copy of my (***name of valid ID****)* and the (***name of valid ID of bearer****)* of the representative will also be shown to the register for further verification purposes.

Thank you very much and looking forward to your kind consideration.

Sincerely,

(***signature over printed name****)*