

_____, _____

Attn: _____

_____, _____

Re: _____ Transcript Request

_____:

As per our conversation, I, _____, do hereby give my written permission to send _____ (_____) copy(ies) of my official transcript to the name and address identified below.

_____, _____

My personal information is as follows:

Social Security Number: _____ - _____ - _____

Name while Enrolled: _____

Email Address: _____

Telephone Number: _____

Enclosed please find _____ in the amount of _____ to cover the cost of the transcript and/or mailing. Should you have any questions, please feel free to contact me at the above telephone number. Thank you for your time and assistance in this matter.

Sincerely,

(_____)

(Date)