

Letter of Authorization to Collect Documents

Sarah L. Martin
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Date: October 16, 2024

To:
Boston University Admissions Office
88 Commonwealth Avenue
Boston, MA 02116

Subject: Authorization to Collect Documents on My Behalf

Dear Admissions Officer,

I, Sarah L. Martin, hereby authorize Thomas K. Evans to collect my academic transcript from the Admissions Office at Boston University. Due to my current travel obligations, I am unable to collect these documents in person.

Authorized Person's Details:

- **Full Name:** Thomas K. Evans
- **Relationship to Authorizer:** Friend
- **Address:** 456 Park Street, Boston, MA 02116
- **Phone Number:** (555) 987-6543
- **Email Address:** thomas.evans@email.com

Details of the Documents to Be Collected:

- **Document Type:** Academic Transcript
- **Student ID Number:** BU123456

- **Collection Date:** October 20, 2024

Please release the document to Thomas K. Evans upon presentation of his valid identification. Should you need further confirmation, feel free to contact me at (555) 123-4567 or **sarah.martin@email.com**.

Signature of Authorizer: _____

Printed Name: Sarah L. Martin

Date Signed: October 16, 2024

Signature of Witness (if required): _____

Printed Name of Witness: Alice B. Carter

Date Signed: October 16, 2024

Notary Public Signature (if required): _____

Notary Seal: _____

Date: October 16, 2024

Thank you for your assistance.

Sincerely,

Sarah L. Martin.