

# Authorization letter for school/university clearance

Subject: Authorization for Clearance Processing

Dear [Registrar/Administration Office],

I, [Student Name], authorize [Authorized Person's Name] to complete my clearance process, including the submission of required forms and collection of certificates. This is due to my temporary absence from the campus.

Thank you for your kind assistance.

Sincerely,

[Student Name]

[Student ID]

[University Name]

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