

PRINT THIS LETTER ON UNC CHARLOTTE LETTERHEAD

[Date]

[Student Name]
[Student Address]
[City, State, Zip Code]

Re: [Student Name]

Dear Ms./Mr. [Student Last Name]:

We received a copy of the enclosed Student Consent Form authorizing the University of North Carolina at Charlotte to forward copies of specific records on file for you to [name of individual, law firm or company requesting student records]. A copy of the Student Consent Form appears to bear your signature, and is dated [date on the Consent Form].

Please confirm by telephone, or in writing that the signature on the Student Consent Form is yours. Once you confirm the signature, I will forward a copy of your file to [name of individual, law firm or company requesting student records]. I can be reached at [your University telephone number].

Sincerely,

[your name]
[your title]

writer's initials/secretary's initials

Enclosure

CC: [if applicable]