

**AUTHORIZATION TO RELEASE INFORMATION FROM EDUCATION RECORDS  
FOR LETTER(S) OF RECOMMENDATION**

TO: \_\_\_\_\_  
(Name of University Official and Department)

1. I hereby authorize you to consult my education records at the University of Alabama in Huntsville and further authorize you to reveal such information (including, but not limited to, personally identifiable information) from those records as you may consider appropriate for the purpose of preparing and providing a letter of recommendation on my behalf to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. I have initialed in the appropriate space below regarding the purpose for which this letter of recommendation is requested:

- \_\_\_ admission to an educational institution
- \_\_\_ employment
- \_\_\_ other (specify) \_\_\_\_\_

3. I have initialed in the appropriate space below regarding my right to see the letter(s) of recommendation prepared under this authorization:

\_\_\_ I waive my right to see the letter(s) of recommendation prepared pursuant to this authorization.

\_\_\_ I do *not* waive my right to see the letter(s) of recommendation prepared pursuant to this authorization.

4. I have initialed in the appropriate space below regarding further distribution of the requested letter(s) of recommendation by its recipient:

\_\_\_ I hereby authorize the recipient(s) of the letter(s) of recommendation prepared pursuant to this authorization to provide it to others as he/she may deem appropriate.

\_\_\_ The recipient(s) of the letter(s) of recommendation prepared pursuant to this authorization may *not* make any further distribution of that letter without my prior written approval.

5. This authorization shall remain in effect until and unless I provide and you receive written notice that it has been revoked. Any such revocation shall have no effect upon letters of recommendation submitted prior to your receipt of that written revocation.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_