

[Format for Authorization Letter]

Date:

To
The Controller of Examinations
Aliah University
IIA/27, New Town, Kolkata- 700 156

Sub: Authorization to collect documents in favour of the Applicant

Sir,

I do hereby apply to authorize the following person to receive my academic document(s) in favour of me.

Particulars of the Applicant:

1. Name:.....
2. Roll No. Regn. No. of
3. Programme:
4. Address:
5. Mobile No..... Email:

Document(s) to be collected:

- (a) (b) (c).....

Reason for authorization:

Particulars of the Person who is authorized:

1. Name:.....
2. Address:
3. Mobile No..... Email:
4. Relationship with the Applicant:
5. Xerox copy of the Photo Identity submitted as proof:
6. Full Signature:

His/ Her Signature is attested by me.

.....
(Full Signature of Applicant with Date)

The above statement is believed to be true. I shall be highly obliged if above mentioned documents are issued to him/ her in favour of me.

Thanking you,
Yours faithfully,

.....
(Full Signature of Applicant with Date)

Encl: As above