

AUTHORITY LETTER FROM STUDENT

Name : _____

Address : _____

Mob : _____

Date : _____

To,
Director,
Institute of Distance Open Learning,
Dr. Shankar Dayal Sharma Bhavan,
University of Mumbai,
Vidyanagari, Kalina Campus,
Santacruz (East), Mumbai – 400 098.

Subject : Authority letter for collect my marksheet.

Sir/Madam,

I am informing you that, I am student of IDOL. I give exam of F.Y./S.Y./B.A./B.Com. I am unable to collect my marksheet. I am sending my relatives to collect my marksheet on my behalf. If any wrong thing done after collecting my marksheet, all responsibility are mine.

Student Name	
Class F.Y./S.Y./B.A./B.com.	
Seat No.	
Month & Year	
Reason	
Name of authorize person	

Please give my marksheet to my relatives for help me to complete the procedure for the coming exam. I am really sorry for the inconvenience caused. Your Co-operation will be highly appreciated.
Thanking you.

Yours faithfully,
Signature