

AUTHORITY LETTER FROM STUDENT

Name : _____

Address : _____

Mob : _____

Date : _____

To,
Director,
Centre for Distance and Online Education,
Dr. Shankar Dayal Sharma Bhavan,
University of Mumbai,
Vidyanagari, Kalina Campus,
Santacruz (East), Mumbai – 400 098.

Subject : Authority Letter to collect the Marksheet

Respected Sir,

I am writing to inform you that I am a student of the Centre for Distance and Online Education (CDOE). I have appeared for the _____ examination, but I am unable to collect my marksheet in person. Therefore, I am authorizing [_____] to collect my marksheet on my behalf. If any discrepancies or issues arise after the marksheet has been collected, I take full responsibility for the same.

Below are the relevant details:

Student Name	
Seat No.	
Month & Year	
Reason	
Name of the Authorized Person	
Contact No of Authorized Person	

Please give my marksheet to the above authorized person to enable me to complete the procedure for the coming exam. I am sorry for the inconvenience caused. Your Co-operation will be highly appreciated.

Thanking you.

Yours faithfully,

Signature of Authorized Person

Signature of Student

Required documents with authority letter.

1. Student hall ticket.
2. Student ID proof (Aadhar Card / PAN Card / Driving License copy).
3. Authority person ID proof (Aadhar Card / PAN Card / Driving License copy).