## ****AUTHORIZATION LETTER****

James Thomson

309-2BH White Palace Road

Birmingham  
Contact: 0091-456-78-6754  
Email: thomsan@gmail.com

**[Todays Date]**

Subject:Authority letter for collection of certificates

Dear Sir,

I am (James Thomson) g**raduated**in 20XX under **registration # 234590**from your University. I wish to collect my mark sheet and degree of BBA.

However, I cannot be physically present to collect these documents. I would like to authorize **Mr. Bridge Thomson** bearing **CNIC# 0011-123-3478** to collect the documents on my behalf.

 I therefore, request you to please allow for handing over the above-mentioned documents to the person I authorize.

I also take full responsibility for any loss or damage.

Sincerely,

**[signature]**

James Thomson.