**AUTHORIZATION LETTER**

To

Registrar Office

NMIS University

Jyotwara Road

Delhi

**[Todays Date]**

Subject: Authority letter to collect documents

Dear Sir/Madam

I am writing the letter to provide authorization to **[Name of the Person]** to work as a representative on my behalf and collect (types of the document) from **[Name of the Source]**. You will find a copy of **[Name’s]** identification attached with the letter.

You can use the document for identification of (he/she) after arriving at the office to collect the documents. The notice will remain valid until the next written notice.

Thank you in advance for your cooperation.

Sincerely

 **[Signature]**

**[Your Name]**

**[Date]**