### **AUTHORIZATION LETTER**

The Manager

Sri Krishna Arts and Science College

Anna Nagar

Chennai – 600025

**[Todays Date]**

**Subject:** Authorization to Collect Certificates

Sir,

I hereby authorize Raymond to act as my representative and collect my Class 10 and Class 12-mark sheets, UG Degree Certificate and my Transfer Certificate on my behalf as I am hospitalized and cannot come in person to collect the certificates within the date prescribed. I am attaching documents to help you identify the authorized person when he comes to collect the certificates.

This letter can be held valid until I provide further notice. Kindly find the name and signature of the authorized person for your reference.

**Name of the authorized person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of the authorized person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Your kind support and cooperation are highly appreciated. You can reach me on my phone number or email address in case of any clarification.

**Phone number:** 5679262166

**Email address:**name.email@gmail.com

Yours faithfully,

**Signature**

Stuart Joseph