

Name of student:
Department (course):
Enrollment no:
District:
Contact no:

To,
The Principal,
Government Polytechnic for Girls,
Ahmedabad

Subject: Authority letter to collect marksheets/ provisional certificate

Respected Sir,

In reference to the subject, I am studying/ have studied in _____ semester in
_____ branch with Enrollment Number _____.

Since I am not being able to collect my marksheets/provisional certificate, I hereby authorize
_____ to collect them on my behalf. He/She is my father/ mother/ sister/ brother/
husband/classmate. Kindly provide them the documents and oblige.

Thanking you.

Yours faithfully,

The above student is studying/has studied in _____ semester with enrollment number
_____ in the _____ branch.

Signature of HOD

Enclosures:

- i) Copy of student's college I-card
- ii) Copy of Aadhaar card of authorized person