

# **AUTHORITY LETTER FROM STUDENT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mob: \_\_\_\_\_

Date: \_\_\_\_\_

To,  
Director,  
Institute of Distance Open Learning,  
Dr. Shankar Dayal Sharma Bhavan,  
University of Mumbai,  
Vidyanagari, Kalina Campus,  
Santacruz (East), Mumbai – 400 098.

**Subject: Authority letter for collect my T.Y.B.Com Sem V / VI marksheet.**

Sir/Madam,

I undersigned is a student of IDOL appeared for T.Y.B.Com examination. I hereby request you that I am unable to collect my marksheet and so I am sending my relative to collect my marksheet on my behalf. If anything goes wrong after I have collected my marksheet, I am solely responsible.

<b>Student Name</b>	
<b>Seat No.</b>	
<b>Month &amp; Year</b>	
<b>Reason</b>	
<b>Name of the Person Authorized</b>	
<b>Contact No of Person Authorized.</b>	

Thanking you.

Yours faithfully,

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Signature of Student

## **Required documents with authority letter.**

- 1. Compulsory print of Student online hall ticket.**
- 2. Student Pancard / Driving Licence copy.**
- 3. Authority person ID proof ( Aadhar Card, Pancard, Driving)**