

Authorization Letter for Duplicate Certificate Collection

Date: _____

To:
The Registrar/Concerned Authority
[Institution/Organization Name]
[Full Address]

Subject: **Authorization to Collect Duplicate Certificate**

Dear Sir/Madam,

I, _____, having registration/roll number _____, authorize _____ (Name of the Authorized Person, ID No: _____) to collect my duplicate certificate (specify: _____) from your office on my behalf.

I am unable to collect the certificate in person due to _____. Kindly hand over the above-mentioned document to the authorized representative. I have enclosed copies of my identification for verification purposes.

Sincerely,

Signature of Applicant
Name: _____
Contact No.: _____

Signature of Authorized Person
Name: _____
Contact No.: _____

Enclosures:

- Signed copy of applicant's ID proof
- Signed copy of authorized person's ID proof
- Copy of certificate application/acknowledgment (if any)

Important Notes:

- The authorization letter must be signed by both applicant and authorized person.
- Attach clear copies of valid ID proofs for verification.
- Information provided should match official records.
- The institution may contact the applicant for confirmation.
- This letter is valid only for the mentioned purpose and date.