**To**  Place:

The Prinicipal, Date:

The XYZ University,

Address.

**From**

Your Name,

Address.

Dear Sir,

Sub: Authorisation letter to collect the mark sheet

This is a kind request to handover my mark sheet to my fried Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_, because at present I am in out of station so I wouldn't able to come and collect my certificate directly. So here I am authorizing my friend to collect my mark sheet on my behalf.

I hope you handover my certificate to my friend.

Thanking you.

Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_