**To**  Place:

The Principal, Date:

The XYZ University,

Address.

**From**

Your Name,

Address.

Dear Sir,

Sub: Authorisation letter to collect the mark sheet

Due to some unforeseen situations, I am not able to collect my mark sheet directly. I here by authorising my brother Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_ to collect my mark sheet on my behalf.

I hope you fulfil my request.

Thanking you.

Regards,

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