

ATUL NAIK

22 East 30th Place

Bangalore, India

Contact: +91 876xxxxxxx

E Mail: ajxxxxx@gmail.com

Date: DD, MM, YY

Dear Concerned,

Subject: Authority letter for collection of certificates

I, Atul Naik, hereby authorize Ajay Tandon to collect my mark sheets and the convocation degree certificates on my behalf as I am unable to attend the convocation due to severe illness. I am attaching the required medical reports that confirm that I would not be physically present to collect these certificates.

I would request the person concerned in the university to handover my certificates to Chris Alice as I have to submit it to YYYY Ltd. which I have to join on 10th April, 2016.

Please do the needful at the earliest. I thank you in anticipation for your support.

Sincerely,

Atul Naik