

Sadhana Education Society's
L S RAHEJA COLLEGE OF ARTS & COMMERCE, MUMBAI 400 054
AUTHORITY LETTER FOR COLLECTING EXAMINATION MARKSHEET

(to be completed by the candidate and submitted to the office personally for verification before going out of station)

Date : _____

To,
The Principal,
L S Raheja College of Arts & Commerce, Mumbai 400 054.

Sir,

I the undersigned, Mr./ Ms. _____ student of _____ Class bearing Roll No. _____ Seat No. _____ have passed the _____ Examinations held in _____ 20 _____. I am unable to take my admission personally because _____

_____. I seek your permission to authorize my _____ Mr./Ms. _____ the bearer of this letter to collect my original marksheet, of the FYJC/ SYJC/ FY / SY / TY B.Com. / B.M.S./ B.A.F. / B.F.M. / B.B.I. / B.Sc.(IT)/ B.Lib.Sc.,/ M.Com.. Examination conducted by the College / University in _____ 20 _____, on my behalf.

I state that I will not hold the college responsible if the mark sheet is spoiled / damaged / lost after being collected by the bearer of this letter.

My I-card/Hall ticket is given to the bearer for presentation while collecting my mark sheet.

Full Name of the person authorized: _____

Address of the authorized person: _____

Signature of the authorized person: _____

Identification proof of the authorized person submitted to the College: _____

Name & Signature of the student

Signature of the official who verified the signature of the student

Received original copy of the mark sheet of the above mentioned student

Date _____

Signature
(to be signed at the time of collecting mark sheet)