



OFFICE OF ACADEMIC AFFAIRS

AUTHORIZATION LETTER TO COLLECT ACADEMIC DOCUMENTS

To
Dean Academics
IIITDM Kancheepuram
Chennai – 600 127

Sir / Madam,

Sub.: Authorization Letter to collect academic documents – reg

I _____ (*Name of the student*) with _____ (*Roll No.*) hereby authorize _____ (*Name of the person authorized*) (whose signature is attested below) to act as my representative and collect the following document(s) on my behalf from the Academic Section, IIITDM Kancheepuram:

- i) _____
- ii) _____
- iii) _____
- iv) _____

Further, to state Mr./Ms. _____ (*Name of the person authorized*) is my _____ (*state your relationship with the person authorized*). In this respect, a copy of my identity proof and attested identity proof Mr./Ms. _____ (*Name of the person authorized*) is enclosed with the application for verification at your end.

Signature of the person authorized

Thanking you.

Sincerely,

{Name & Signature of the applicant}

Enclosures:

- a) Identity proof of {Name of the Student}
- b) Identity proof of {Name of the person authorized}