

Authorization Request for Eligibility Certificate Distribution

Date:

To:
The Registrar
[Institution Name]
[Institution Address]

Subject: Authorization Request for Eligibility Certificate Distribution

Dear Sir/Madam,

I, , bearing Student ID , hereby authorize to collect my Eligibility Certificate on my behalf, as I am unable to collect it personally due to .

Kindly allow the authorized person to receive the certificate upon presentation of this letter and their valid identification.

Thank you for your assistance.

Sincerely,

Name:

Signature:

Contact Number: