**Jagadish Muddapati**

Student ID: 1163646

Email: jmuddapati@student.govst.edu

**To**

**Whom it may concern**

Office of the University Registrar

Governor’s State University

1 University Parkway  
University Park, Illinois 60484

**Sub: Authorization to pick-up the cap and gown**

Respected Sir/Madam,

I am authorizing **Mr. Venkata Krishna Pradeep Ponduri** to pick-up my cap and gown from the Governor’s state University, University Park.  I do not have any objection for Mr. Venkata Krishna Pradeep Ponduri signing the documents on my behalf in my absence. I hope this letter of authorization will make things clear and easy for both the sides. I am sure, you will do the needful.

**Thanking you.**

**Sincerely yours,**