

January 5, 2015

To whom ever this may concern,

I, the undersigned, hereby authorise John Smith to collect on my behalf my A-level exam certificates.

My representative understands that they will be required to produce photo ID for identification and record purposes when collecting the aforementioned documents.

I also confirm that my representative shall have the authority to sign for acknowledgement of the receipt of the documents. I understand that I shall be fully responsible for the delivery of the documents from my representative.

Yours sincerely,

Daniel Chatfield