**To**  
The Registrar  
[University Name]  
[University Address]

**Date:** [Insert Date]

**Subject:** Authorization to Collect Marksheet on My Behalf

Dear Sir/Madam,

I hope this letter finds you well. I am [Your Full Name], a student of [Your Program and Year, e.g., B.A. English, Final Year], bearing the enrollment number [Your Enrollment Number].

Due to my current illness, I am unable to come to the university in person to collect my marksheet. Therefore, I kindly request you to allow [Name of the Person Collecting the Marksheet], who is [mention relationship, e.g., my brother, my friend], to collect the marksheet on my behalf.

I hereby authorize [Name of the Person] to act on my behalf in this matter. They will present their identification for verification, along with a copy of this letter and a copy of my identification.

I would be grateful for your kind cooperation and assistance in this regard.

Thank you for your understanding.

Yours sincerely,  
[Your Full Name]  
[Your Contact Information]