

## **LETTER OF AUTHORITY**

To  
Dean Academics  
IIITDM Kancheepuram  
Chennai – 600 127

Sir / Madam,

Sub.: Authority Letter to collect documents – regarding

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}