Date:

To Whom It May Concern

I (name of the applicant) have applied for (mention the name of documents) because I need them for taking admission to the university by providing these documents. I am unable to visit myself and collect my documents. I hereby, authorize Mr. ABC to collect documents from the college on my behalf. I have no objection to Mr. ABC signing documents on my behalf to collect my original documents in my absence.

Yours sincerely,

Name of the sender,

Signatures of the sender

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