

From,

Kate Pearson,

Billboard area

New city.

New York- 8487

Date – _____

NYC University

Central Park

East Manhattan

NewYork- 8487

To whomsoever, it may concern.

Subject: Authority letter for collection of educational certificates

I, Kate Pearson, at this moment, authorize Kevin Pearson to collect my mark sheets and the convocation degree certificates on my behalf as I am unable to attend the convocation due to medical reasons.

I have attached all the medical reports, which prove that I cannot be physically present to collect the certificates, and also I do not want it to be posted to my place as I have lost a certificate before via post.

I give my permission to the university or the department to please give all my certificates to Kevin Pearson as I have to submit it to the specter list, which I have to join on 1st October. I hope the university understands the urgency and hand it over to the concerned person.

Please do the needful at the earliest.

I thank you in anticipation for your support.

This authorization is valid until 5th October.

Sincerely,

Kate Pearson

Signature

