

Sample # S-02

Date :

To
The Controller of Examinations
University of Asia Pacific
74/A, Green Road, Dhaka-1215
Bangladesh.

Subject : Authorization Letter for Grade Sheet(s).

Dear Sir,

I Mr./Mrs.....
do hereby authorize Mr./Mrs.
National ID Card No. to
collect my Grade Sheets on my behalf.

You are therefore, requested to handover the Grade Sheet(s).

His/her two specimen signatures are attested below:

1.

Thanking you in anticipation.

2.

Attested

.....
Signature

Name:

Registration No.

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Program:

Mobile Number:

Signature of applicant

Attachment:

- 1. Copies of NIDs (both student and representative)
- 2. Delivery Receipt