

Sample # S-06

Date:

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

Subject: Authorization Letter for Additional Transcript.

Dear Sir,

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

You are therefore, requested to handover the Duplicate Transcript.

His/her two specimen signatures are attested below:

1.

2.

Thanking you in anticipation.

Attested

.....
Signature

Name:

Registration No.

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Program:

Mobile Number:

Attachment:

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

Signature of applicant