

**To:-
The Principal**

Mumbai, Maharashtra Pin -

Dear Sir/Madam,

My name is **Mr./Ms.**_____ completed my Bachelor/Master of _____ from the Year_____to _____.My Registration Number is _____.Im applying for Immigration Purpose so I'm in need of Transcript for processing further , I'am requesting For the official transcripts(marksheet/statement of marks) sent to my evaluation agency/university , Kindly accept my application along with rest of the documents as per requirement .

Authorisation of Application & Collection

I'm Authorizing **Mr.** _____for following the process on my behalf as im unable to visit the institute currently , Im authorizing them to follow procedure of applying and collecting the documents from college on my behalf, Sincere Regards

Thanking you.

Yours sincerely,

(Applicant's Full Name & Signature)