

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 _____. I'm applying for Immigration Purpose so I'm in need of Transcript for processing further, I'm 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 I'm unable to visit the institute currently, I'm 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)