

From: _____

Dated:-

To

The Principal,
Army Public School Pathankot,
Pathankot, Punjab-145001.

Respected Madam,

LETTER OF AUTHORITY

1. I _____ hereby authorize Mr/Ms _____
having IC No./Aadhar No. _____ (attach photocopy)
to collect Report Card/TC in r/o of my ward _____ (student name)
having admission no. _____ studying in _____ (class-sec) in your school.
2. TC form has already been submitted to the concerned official on _____ (date).
3. I also acknowledge the receipt of the hard copy of the Report Card/TC/ in advance.

Thanking you

Yours sincerely

Full Signature

-
- 1) Admno. _____ 2) Student Name _____ 3) Category _____
 - 4) Father's Name: _____ Mother's Name: _____
 - 5) Permanent Address: _____
 - 6) Email Id: _____
 - 7) Contact No. _____
 - 8) Name of the recipient : _____
 - 9) Contact No. of recipient : _____
 - 10) Present Address of recipient: _____

(Full Signature of the recipient)

(Date)