

# AUTHORIZATION LETTER

To,  
The Principal  
Delhi Public School  
Siliguri

Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Dear Sir,

I \_\_\_\_\_ authorize  
Mr. / Ms. \_\_\_\_\_ on my behalf to  
receive the Report Card / TC / Mark Sheet /Migration Certificate of my son/ daughter  
\_\_\_\_\_studying in class \_\_\_\_\_sec\_\_\_\_\_  
in Delhi Public School, Siliguri bearing Admission No.\_\_\_\_\_.

I understand and confirm that Delhi Public School, Siliguri will be handing over the Report Card /TC/  
Mark Sheet /Migration Certificate to the authorized person on the basis of this authorization letter and  
consequently shall not be held liable / responsible for any cause arising out of this authorization .

The above person's signature has been duly attested below.

Yours sincerely,

(Father / Mother)

Authorized person's name: \_\_\_\_\_

Authorized person's Signature: \_\_\_\_\_

The above signature of Mr. /Mrs. \_\_\_\_\_ has been attested  
by Mr. /Mrs. \_\_\_\_\_ who is the  
father/mother/local guardian of the student

Signature \_\_\_\_\_