

Sample # S-09

Date:

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

**Subject: Authorization Letter for Attested copy of Certificate and Transcript.**

Dear Sir,

I Mr./Mrs.....  
do hereby authorize Mr./Mrs. ....  
National ID Card No. .... to  
collect my Attested copy of Certificate and Transcript on my behalf.

You are therefore, requested to handover the Attested copy of Certificate and 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:

\_\_\_\_\_  
Signature of applicant

Attachment:

1. Copies of NIDs (both student and representative)