

Letter of Authorization to Collect Certificate

From,
Cheteshwar Pujara
209865 Malibu Point
New Delhi, India

Date- XX/MM/YYYY

To
Rahul Dravid Head of Crash Courses at Apex Digital Marketing
9867542 Western Arena
Kolkata, India

Subject – Letter of Authorization to Collect Certificate

Hello Dear Sir

I'm writing this letter of authorization to collect the certificate in order to provide the authority to Mr. Praveen Tambe to collect my digital marketing certificate on my behalf. The purpose of writing this authorization letter is my all of a suddenly planned outstation trip. So, due to the same reason, I couldn't be available myself there to collect my certificate.

With this letter, I hereby authorize Mr. Praveen Tambe to collect my digital marketing certificate on my behalf. Kindly, bear with my unfavorable circumstances to not be available there and grant my certificate to the mentioned person. So, kindly feel free to contact me so as to check the legitimacy of this authorization letter.

Thanks & Regards
Cheteshwar Pujara