

Date:

To
The Controller of Examinations
North East University Bangladesh
Sheikhghat, Sylhet

Passport size Photo
of the Student

Passport size Photo
of Authorized Person
(Attested by Student)

Subject: Authorization Letter.

Dear Sir,
I the undersigned want to inform you that, due to some unavoidable circumstances I am unable to receive my Provisional Certificate /Original Certificate / Transcript for which I have applied. In my absence Mr./Mrs.
NID/Passport No. will receive my Provisional Certificate /Original Certificate / Transcript. His/her Signature and Photograph is attested by me & attached herewith for your kind pursual.

I, therefore, pray and hope that you would be kind enough to grant my application and delivery the documents to my authorized person.

Sincerely Yours,

Authorized Person detail

Signature :
Name :
ID :
Program :
Department :
Contact No :
Email :
Whatsapp No :

Name :
Address :
Phone No :
NID/Passport No:
Relationship :

Signature of Student

1) Signature of Authorized Person

2) Signature of Authorized Person

Documents need to enclose:

1. Photocopy of NID/Passport of the Student.
2. Photocopy of NID/Passport of the Authorized Person.

N.B: Authorized Person must bring the Original NID/Passport while collecting the Documents.