

To:

Date: _____

Registrar Office
Namal College
30Km Talagang Road
Mianwali

Subject:

Authority Letter to Collect Document(s)

Dear Sir/Madam,

I, _____, University of Bradford registration no. _____, wish to collect following document, in possession of your office:

- Provisional Results Certificate
- Official Transcript (issued by the University of Bradford)
- Degree (issued by the University of Bradford)

[Note: Degree can ONLY be handed over if the applicant had completed all the clearance procedures at Namal College]

However, I cannot be physically present to collect the document(s). I'd like to authorize someone, whose details are provided below, to collect the document(s) on my behalf. I therefore request you to please allow for handing over the above mentioned document(s) to the person I authorize.

I hereby confirm that the details provided below are correct, and I take full responsibility for any loss or damage.

Sincerely,

_____ (signature)

_____ (cell number)

Details of Authorized Person:

Full Name: _____

Relationship with Applicant: _____ CNIC: _____

[Must be provided at the time of collection]

Cell Number: _____

[Note: Please fill in this form, sign it by hand, and submit at SSO Front Desk. If you cannot submit in person, email the scan at sso@namal.edu.pk]