

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

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 by hand)

\_\_\_\_\_ (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](mailto:sso@namal.edu.pk)]