**AUTHORISATION LETTER FOR RECEIVING THE BELONGINGS**

I hereby authorize following person with below mentioned details:

Mr./Ms. :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relation :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No. :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to take my belongings from my hostel room in my absence. I hereby declare that the hostel administration would not be held responsible for any loss/breakage of my belongings.

(Signature)

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Roll No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:**

1. The student who is authorizing anybody to receive the belongings on his/her behalf must send the duly filled scanned copy of this authorization letter through his/her Institute email id only.

2. The receiver must produce valid photo identity card (with a signed photocopy of same) for receiving the belongings.