**LETTER OF AUTHORITY**

**To**

**Dean Academic**

**Indian Institute of Information Technology,**

**Sonepat - 131029**

**Sub.: Authority Letter to process formalities for academic documents –regarding.**

**Sir,**

I {*Name of the applicant* } (Roll No: ) hereby authorize {*Name of the person authorized*} ( whose signature are attested below) to act as my representative and process the required formalities for following document(s) on my behalf from Academic Section, Indian Institute of Information Technology, Soneapt:

|  |  |
| --- | --- |
| i) |   |
| ii) |   |
| iii) |   |

Further, to state Mr/Ms. {*Name of the person authorized*} is my {*state your relationship with the person authorized*}. In this respect a copy of self attested identity proof and address proof of mine and attested identity proof Mr/Ms. {*Name of the person authorized*} is enclosed with the application for verification at your end.

**Signature of the person authorized**

Thanking you,

Sincerely,

**{Name & Signature of the applicant}**

**Enclosures:**

a) Identity proof of {Name of the Student}

b) Identity proof of {Name of the person authorized}

**Note :-**

The applicant must scan this letter and attachments and send through email at sonepatiiit@gmail.com in case if the same is not being sent by post.