

From:
Mr./ Ms _____
Address: _____

Mobile: _____
Email ID: _____
Date: _____

To,
Principal,
Pravin Gandhi College of Law,
Mithibai College Campus, 8th floor,
Bhaktivedant Swami Marg,
Vile Parle (W), Mumbai-400056.

Subject: Application for handover the document

Respected Madam,

This is to inform you that I am / was student of _____ B.A., LL.B. / LL.M. program having
Roll No. _____ Div. _____ SAP No. _____ in Academic Year _____.

I have to request you to kindly provide my _____ to the person authorised
below. I am unable to visit college office due to _____.

Yours faithfully,

(Signature of Student)

(Name and Signature of Parent)

Person authorised to collect document: _____
Name Signature

Attach copy of Identity card of authorised person i.e. Aadhar / Pancard / Driving Licence / College ID, etc.

[For Office Use]

Remarks: _____

Approved by :- _____