

From: _____
_____,
_____,
_____.

To,
THE SUB/JOINT SUB REGISTRAR
Taluka : _____
District / Taluka _____.

Dear Sir,

Sub : Authority Letter
Reference : Registered Document No / /2015

With reference to caption subject I/we do hereby authorized **Mr / Mrs.**
_____, residing at _____
_____ to collect the following
Original Registered Document, Thumbnail Print and C.D. from your office. Whose specimen
signature in acceptance is subscribed herein below?

You are requested to hand over the document to my / our authorized person and do the
needful.

Thanking You

Yours faithfully,

I accept the above authority.

Mr./Mrs. _____

Mr./Mrs. _____

From: _____

.

To,

.

Dear Sir,

Sub Received Registered Document: _____

With reference to above caption subject I/we do hereby confirm that I / we have received above stated Original Registered Document, Thumbnail Print and C.D. from our / my consent on dated ____ / ____ / _____.

Thanking You

Yours faithfully consent,

Mr./Mrs. _____