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Request Letter for Documents: Be it a personal or professional document, it tends to play an important role in various aspects of life. Every document holds crucial information that is used for keeping a record of different stages of life. These documents are known to hold information for various purposes like family requirements, mark sheets, birth or death certificates, marriage certificates ...
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6 Samples of Authorization Letter to Collect Documents
A sample authorization letter to collect documents can guide an individual about the kind of content to include in the letter. It would also assist in including the relevant and required information, which is necessary for the collection of the important documents. A sample makes it easier to write the complete letter within a short span of time.

HODs – Handing Over Process I. List of Department Level Documents 1. Current syllabus of all the papers offered by the department. 2. Semester-wise course teachers and workload of faculty members, additional responsibilities given to faculty members. 3. Class-wise list of students. 4. CA marks and semester result copies. 5.