SAMPLE AUTHORIZATION LETTER REQUESTING ISHAN VIKAS OFFICE TO BOOK AIR TICKETS

(THIS LETTER MUST BE PRINTED ON OFFICIAL LETTERHEAD)

To,

The Coordinator,

Ishan Vikas

IIT Guwahati

Dear Sir,

I hereby declare that the following (NUMBER) students and teachers will participate from (SCHOOL NAME) in the Ishan Vikas programme to be held at (NAME OF HOST):

1.

2.

…

We confirm that this list is final and authorize the Ishan Vikas office to book air tickets for these above mentioned participants to the host institution.

With regards,

Sign with Seal.

(NAME OF THE PRINCIPAL)