

## **PROFORMA**

Ref. No.

Date.

To  
The Registrar/Registrar (Evaluation)/Finance Officer  
RGUHS  
Bangalore

Sir,

Sub: Authorizing.....(Name).....(Designation)  
for .....(Purpose) at/from  
RGUHS.

Ref: .....

\* \* \*

### **BODY OF THE LETTER**

(Indicate here the name, designation and purpose of visit to RGUHS and other details)

Thanking you,

Yours faithfully,

Principal  
(Signature, Name and Seal)

1. Signature of person authorized

“Signature attested”

2. Signature of the Principal