



Authorisation letter for lifting physical delivery from designated Vault

To,

The Manager,
Name & address of the Vault

.....
.....
.....

Dear Sir,

Sub: Letter of Authority to accept delivery from the vault against transfer request.

I(name of the client) having client id.....DP id.....hereby authorize (Name of the representative) to accept theunits (grams/Kg) of (Name of the commodity) from the vault.

The signature of Mr. (Representative) is attested below.

Name of the representative	
Signature of the representative	
Details of the valid identity card (copy to be enclosed)	Pass port/driving license/Election card/PAN card/Exchange id card

I hereby request you to hand over the above mentioned delivery to the representative at my risk and responsibility.

Regards

Authorized signatory (ies)

Name & Signature

Delivery confirmation
I hereby acknowledge receipt ofunits of(commodity)
Towards transfer request as requested by Mr.
Signature of the representative.....place.....time