

Annexure 3

Letter of Undertaking to be given of Absentee parent authorising his / her spouse to complete admission formalities in his / her absence

To,

The Principal / Head Mistress
The Green Acres Academy
411-2/A, Hemu Kalani Marg, Sindhi Society
Behind Acres Club, Chembur, Mumbai
Maharashtra - 400071

Dear Madam,

Sub: Grant of Admission to my ward Master / Ms. _____ to
Class _____ for academic year _____ in my absence.

I, Mr. / Mrs. _____ father / mother
of the above mentioned child would like to state that I am presently based out of Mumbai and will
not be able to be present during the admission process of my ward. I am presently working with
_____ (Name of organisation) in the capacity of
_____ (Designation) and I am presently in _____ (Name
of City/ State /Country).

In my absence, I authorise my wife / husband Mrs. / Mr. _____
to complete all the formalities associated with our child's admission process.

I undertake that I will complete all the formalities pending from my side at the earliest that is as
soon as I am able to come to Mumbai.

I am submitting herewith the following documents to support my statement.

- My appointment letter on company letter head stating my place of location.
- My Photo ID card
- Passport / PAN Card

I thank you for considering my ward's admission & once again assure you that I will complete the
required formalities at the earliest.

Mr. / Mrs _____

Date: _____

Name & Signature of Father / Mother