



# LETTER REQUEST FORM

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Contact: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Work Phone Cell Phone Home Phone Alternate Phone

E-mail(s): \_\_\_\_\_

Major: \_\_\_\_\_

Are you presently enrolled? \_\_\_\_\_ If yes, Semester \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_

Degree conferred: \_\_\_\_\_ Date conferred: \_\_\_\_\_

The letter should be addressed to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please note: The cost of a: domestic letter is \$10.00**  
**international letter \$15.00**  
**courier letter \$60.00**

Paid Amount \$ \_\_\_\_\_ No. of copies \_\_\_\_\_ ( ) domestic letter ( ) international letter ( ) courier letter

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **For Official Use Only**

Request received by in the administration office: \_\_\_\_\_ Date: \_\_\_\_\_

Letter prepared by: \_\_\_\_\_ Date: \_\_\_\_\_