

## REQUEST FOR LETTER

**To:** ☐ Registrar      Other: .....

**Date:** .....

**Type of Letter:**

- ☐ Embassy/Consulate: .....  
☐ Status .....  
☐ Recommendation .....  
☐ Other .....

**Name of Student:** .....

**Year:** .....

**Letter Addressed to whom:** .....

**Please fill in complete address of addressee:**

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

**Signature:** .....

- ☐ Will collect in four (4) working days  
☐ Please mail