

REQUEST FORM FOR UNDERGRADUATE LETTER

1. NAME

Surname.....Middle.....First.....

2. ID # Year Entered..... Class of..... Sex.....

3. PURPOSE OF LETTER: Progress Status Other_____

4. TO WHOM SHOULD IT BE ADDRESSED

To Whom It May Concern

Others

Requested By _____ Date Requested _____

Date to be collected _____ Contact # _____

Email Address _____ Fax # _____

**N.B: Progress letters will be addressed only to an Institution/
Organization NOT “To Whom It May Concern.” If student
desire to mail or fax documents they are responsible for cost of
the service.**

ADMINISTRATIVE CHARGE OF \$100.00 PER COPY