

# REQUEST FORM FOR UNDERGRADUATE LETTER

1. First Name: .....

2. Middle name: .....

3. Surname: .....

4. ID # ..... Class of..... Sex.....

5. Year entered ..... Completion year .....

6. Expected completion date: May/June  November/December

7. Purpose of Letter: Progress

Status

Elective Recommendation

Other \_\_\_\_\_

8. Addressee (tick an option)

To Whom It May Concern

Other (provide address) \_\_\_\_\_

Requested by \_\_\_\_\_ Date Requested \_\_\_\_\_

Contact # \_\_\_\_\_

Email Address \_\_\_\_\_ Fax # \_\_\_\_\_

**N.B: Progress letters will NOT be addressed to "To Whom It May Concern."**  
**Kindly provide an address to an Institution/ Organization. If you are desirous of mailing or faxing documents, please be advised that there is a cost attached which you can obtain from the Dean's Office.**

**ADMINISTRATIVE CHARGE OF \$100.00 PER COPY**