



Letter Request Form

Name:

Course:

Student Number:

Date of request:

Letter (Please circle): Bank / Council Tax / Attendance Confirmation

We aim to complete all requests within 48 hours (this may take longer during very busy periods) and completed letters will be available to pick up from Reception. If you need your letter to be addressed to someone in particular, e.g. a bank, please state the address below.

Office use only:	
Date letter completed:	Staff name: