

LETTER REQUEST

Name: _____

Date: _____

Email Address: _____

Reason for this letter:

Address Information:

Addressee: _____
(Name of the person, government agency,
University, or company who will receive the
letter)

Address: _____

City: _____

Province/State: _____

Country: _____ Postal/Zip _____

Information for the letter:

Current Teaching Assistant appointment

Graduate Student Support Payment

Copy of request for information from CIC

Please be sure to complete ALL the sections above.

Return the completed form to the ECE Secretary in EOW 448

PLEASE ALLOW TWO TO THREE WEEKS FOR LETTER REQUEST PROCESSING.
YOU WILL BE INFORMED BY EMAIL WHEN THE LETTER IS READY FOR PICK UP.