

California State University, Northridge A&R

REQUEST FOR LETTER

Number of copies \_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_

In order for the Office of Admissions and Records to accommodate request for letters, you must complete this form and return it to our office. Unless otherwise stated, the letter(s) will be ready in three working days after your request has been filed.

NAME \_\_\_\_\_

Student ID# \_\_\_\_\_

Address : \_\_\_\_\_

Last four digits of your Social Security # \_\_\_\_\_

\_\_\_\_\_

Telephone # \_\_\_\_\_

Major : \_\_\_\_\_

Currently Enrolled ? \_\_\_\_\_

Number of Units enrolled in \_\_\_\_\_

=====

Letter should be addressed to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Letter requested? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ Hold letter for will call

\_\_\_\_\_ Mail letter to addressee

\_\_\_\_\_ Mail letter to student