



LETTER REQUEST

In order for the Office of Admissions and Records to process a letter request, you must complete this form and return it to our office by email, fax or in person. Unless otherwise stated, the letter will be ready in 7-10 working days.

Name: _____ CSUN ID:
Address: _____
City: _____ State: _____ Zip Code: _____ Message Phone: _____

Official University communication is sent to your CSUN email:

Email: _____

Major: _____ Check one: Undergrad Graduate

Yes, I am currently enrolled at CSUN. Number of units enrolled in: _____ No, I am not enrolled at CSUN.

LETTER SHOULD BE ADDRESSED TO:

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____

TYPE OF LETTER REQUESTING:

DELIVERY INSTRUCTIONS (please select one):

- Hold for pickup
- Mail letter to addressee
- Mail letter to student
- Email to student (Note: emails will be sent to student's CSUN Gmail account)

Student's Signature: _____ Date: _____

OFFICE USE ONLY - Received by

Initials: _____ Date: _____