

OFFICIAL LETTER REQUEST FORM

Name	Reg. No	Program
E-Mail	Contact No	
Type of Letter:		
Bonafide Letter fees: AED 20/-		
Parent Sponsorship Letter fees: A	ED 300/-	
NOC/ Service Letter fees: AED 3	00/-	
Others:		
Any special request:		
Student's Signature		Date
	For Office Use	
Admissions Office: Comments	Signature	Date
Finance Clearance:		
Payment received for:		
No. of copies	Total Amount:	
Name of Finance Officer	Signature	Date
Manager Operations: Comments Note:	Signature	Date

- Letter will only be issued after payment of all dues at Finance Office.Letter will be issued within two days.
- Form to be submitted at Records Department.