

**OFFICIAL LETTER REQUEST FORM**

Name \_\_\_\_\_ Reg. No. \_\_\_\_\_ Program \_\_\_\_\_

E-Mail \_\_\_\_\_ Contact No. \_\_\_\_\_

**Type of Letter:** Bonafide Letter fees: AED 20/- Others (*Fees depending on the nature of the letter*)**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 \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_**Note:**

- Letter will only be issued after payment of all dues at Finance Office
- Letter will be issued within two working days
- Form to be submitted at Records Department
- 5% VAT applicable as per U.A.E Federal Tax Authority regulations