

**OFFICIAL LETTER REQUEST FORM**

Name _____ Reg. No. _____ Program _____

E-Mail _____ Contact No. _____

Type of Letter: Bonafide Letter fee: AED 21/- (Including 5% VAT) 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 seven working days
- Form to be submitted at Records Department
- Urgent request processing fees AED 40/- (Letter will be issued within one working day)
- 5% VAT applicable as per U.A.E Federal Tax Authority regulations