

LETTER REQUEST

Name: _____ Date: _____

Email Address: _____

Reason for this letter:

Information for the letter:

Addressee: _____

Address: _____

City: _____

Province/State: _____

Country: _____ Postal/Zip _____

I have a Teaching Assistantship

I have a Research Assistantship

Please mention in the letter Yes No

Please be sure to complete ALL the sections above.

Complete the following section ONLY if the letter is required for a visa.

Dates of Travel:

Leave Canada _____ Return to Canada _____

Complete this section ONLY if attending a conference.

Name of conference: _____

Presenting a paper Yes No

Return the completed form to the Graduate Secretary in EOW 448

PLEASE NOTE THAT YOU WILL BE INFORMED BY EMAIL WHEN THE LETTER IS READY FOR PICK UP.