



LETTER REQUEST FORM

Requests will be processed by the Student Service upon submitting signed *Letter Request Form*. Normal processing time for letters is three (3) working days; however the time to process your request may increase to five (5) days or longer during peak periods.

Maldives Polytechnic

Rehendhi Hingun

Male', Maldives

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www.polytechnic.edu.mv

Student name _____

Please write in BLOCK CAPITALS

Student information

Student ID _____

National ID _____

Contact address: _____

Contact phone numbers: _____

mobile

Home/others

Course information

Course: _____

Year joined: _____

Semester: _____

Term: _____

Type of letter (please tick ✓)

Course Completion

Result Sheet

Course Information

Attendance

Other (please specify)

Method of Delivery (Choose one)

Pick up

Mail to: _____

Fax to: _____

Third Party (please fill the information below)

Name: _____ National ID: _____

Address: _____ Mobile: _____

Student Signature: _____

Date: _____

For Office use only

Staff receiving: _____

Authorized by: _____

Signature: _____

Signature: _____

Date & Time: _____

Date & Time: _____

Student Name: _____ Student ID: _____

Course: _____ Year: _____

Description of Requirements: _____

Staff Received: _____ Date: _____ Sign: _____