



LETTER REQUEST

To be submitted for approval to the ECE Reception (EOW 448 or ecesecc@uvic.ca) with **ALL** sections below complete.

IF APPROVED, PLEASE ALLOW UP TO TWO WEEKS FOR LETTER PROCESSING.

STUDENT INFORMATION

Student Name	Student Number V00
Student Signature	Date
Program	Email

REASON FOR LETTER REQUEST

Current Teaching Assistant Appointment

Current Graduate Student Support Payment

OTHER (*explain below*)

Please provide rationale for the request:

INFORMATION OF THE PERSON/ORGANIZATION IN WHICH THE LETTER IS TO BE ADDRESSED

Addressee Name	Address
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DEPARTMENT APPROVAL

Name	Signature	Date
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