

**LETTER REQUEST FORM**

\*\*\*PLEASE NOTE THAT THIS WILL TAKE A MINIMUM OF 2 WORKING DAYS TO COMPLETE  
FROM DATE OF REQUEST\*\*\*

Name: \_\_\_\_\_

Regnum: \_\_\_\_\_

Please indicate type of letter required:

**Student Verification Letter**

- Are specific details required?

If so, please specify

\_\_\_\_\_

**Council Tax Exemption Certificate**

- Please note that you must be registered as a **full-time current** student in order to be eligible for Council Tax Exemption

I will collect from Registry

- You must bring your ID card – your letter will not be released to you without it

I would like it to be posted to me

- Please supply address below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Request: \_\_\_\_\_