



SEVERN
BUSINESS
COLLEGE

Letter Request Form

(Please complete in BLOCK CAPITALS)

Details:										
Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Other _____	Date of Birth: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>		D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y			
First Name:										
Surname:										
Address:										
Contact Number:	Student Ref No:									
Course of Study:										
Email Address:										
Purpose of Letter:										
Please give details of type of letter required:										
Reference letter <input type="checkbox"/>	To Whom it May Concern letter <input type="checkbox"/>	Other letter <input type="checkbox"/>								
Please specify other letter requirement (if applicable) and tick below										
Other letter requirement										
<input type="checkbox"/> Email me the letter										
<input type="checkbox"/> I will collect the letter from reception										
Signature:	Date: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>		D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y			
There is a £10 charge per letter. Please pay via www.severnbusinesscollege.com/onlinepayment.php Please note: it takes around 2-5 working days to issue the letter.										