Holy Family UNIVERSITY

Special Request Form

Name:_____ Former/Maiden Name:_____
Student ID:_____ Phone:_____

What is the purpose of the letter? (ex. Verification for employer, degree completed but not yet awarded): _____
_____

Please specify in as much detail as possible what the letter needs to state:
_____
_____
_____

To whom should the letter be addressed to(name and address):
_____
_____
_____

When do you need it by? (There is a minimum waiting period of 5 business days from date of receipt of request)
_____

Please attach a copy of any request for information you have received.

I will pick letter up when completed ☐ Please send letter to address above ☐

Student signature_____ Date_____

*Letters will not be released until any outstanding holds have been settled with the Business Office
*All letters are subject to information verification

Office Comments (For office use only)

_____
_____

Information Verified/Date:
Letter Processed/Date:

SB 8/9/11 rev. 6/24/20 AMV