**Letter Request**

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| --- |
| **Project** **information**  |
| Project ID | ………. |
| Project title | ………. |
| PI name  | ………. |
| Date | ………. |
| **Letter type**  |
| HR  | Endorsement  | Permission  | Customsclearance  | Other: ............................. |
| **Justification** |
| …………………………………..…………………………………..…………………………………..………………………………….. ………………………………….…………………………………..………………………………….…………………………………….………………………………….………………………………….…………………………………..………………………………….… |
| **Information needed in the letter:** |
| …………………………………..…………………………………..…………………………………..………………………………….. ………………………………….…………………………………..………………………………….…………………………………….………………………………….………………………………….…………………………………..………………………………….… |
| **The person or entity whom the letter should be directed to:** |
|  |
| Expected letter delivery date |  |
| **The required SmartCI departments approvals** |
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**>> Directions:**

1. This form MUST be submitted by the PI via email: administration@mena.vt.edu at least 5 business days prior to the expected letter delivery date. (**The expected letter delivery date** is the date that you shall receive this letter form SmartCI)
2. According to the type of the needed letter, please attach the necessary supporting documents with this request.