**Letter Request**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project** **information** | | | | | |
| Project ID | | ………. | | | |
| Project title | | ………. | | | |
| PI name | | ………. | | | |
| Date | | ………. | | | |
| **Letter type** | | | | | |
| HR | Endorsement | | Permission | Customs clearance | 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** | | | | | |
|  | | | | | |

**>> Directions:**

1. This form MUST be submitted by the PI via email: [administration@mena.vt.edu](mailto: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.