

STRUCTURE OF THE REQUEST LETTER STATING STUDENTS IS STUDYING AT THE KDU

The Faculty of Medicine

Relevant Intake

KDU

Date

The Registrar

KDU

Through Dean

FOM/KDU

, Through Squadron Commander (Relevant Intake)

Through Assistant Registrar - FOM

Dear Sir/Madam,

REQUEST FOR LETTER STATING STUDENT IS STUDYING AT THE KDU

1. Body of the Letter.  
(Please mention the following details)  
Name  
Registration Number  
Intake  
Date of Birth  
Home address  
Academic Year  
Degree Programme

2. End of the letter

Yours sincerely,

.....

Your signature

Name

Registration Number or Service Number

Contact Number

Email address