

Request Form Official Business Confirmation Letter Requests:

Official business confirmation letter requests, often needed to meet compliance regulations, are sometimes needed for verification to outside agencies who have a relationship/oversight with the University of Denver. Divisions or departments that need correspondence/confirmation from the Controller's Office should allow one week for the letter to be drafted and returned for your use. Please complete the information below and be specific in the "information to be confirmed" section on what your specific letter must address/contain to be acceptable to the outside agency. For questions contact Leandra Martinez. Return the form via e-mail to Andrew Cullen with a cc to Leandra Martinez.

1. Division/Department requesting letter: \_\_\_\_\_
2. Division/Department contact person: \_\_\_\_\_
3. Full name of entity requesting the letter: \_\_\_\_\_
4. Information that needs to be confirmed:

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