UNIVERSITY OF MICHIGAN

REFERENCE LETTER REMOVAL REQUEST FORM

(Initiated by the Letter Writer)

Last Name | First | Middle

Title

Organization

Address

City | State | ZIP Code

Daytime Phone | E-mail Address

I, _____(printed name), request that The Career Center's Reference Letter Service permanently remove the letter(s) I wrote on behalf of _____(file holder's full name). I understand that the original letter(s) cannot be returned to me but that it/they will be permanently removed from the reference letter file of this individual. I also understand that this individual will be notified of my request to permanently remove my letter(s) from his/her file.

Signed: _____ Date:

Reset form fields

Attn: Reference Letter Service
The Career Center – University of Michigan
515 E. Jefferson, 3200 SAB
Ann Arbor, Michigan 48109-1316
Phone (734)764-7459 / Fax (734)763-4917
www.careercenter.umich.edu
rlservice@umich.edu

The Career Center
The University of Michigan Division of Student Affairs

Division of Student Affairs