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## REQUEST TO REMOVE LETTER(S) FROM CREDENTIAL FILE

*Please fill out completely*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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I request to have the following letter(s) removed from my credential file which is/are housed in the Office of Career Services:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_