

(Use your department/school/or tribal letterhead)
Suzanne Rodriguez
Bursar's Office
1303 E University Blvd
PO Box 3
Tucson, AZ 85719

Dear Ms. Rodriguez:

I/we are writing to establish a letter of credit for the following student/s: (Name)

I/we will be paying for the tuition and fees for 6 units in the summer session (*if you will be attending summer session II, you will be paying for 3 units*)

I/we will also be paying for:
Student I.D. card (catcard)

Please invoice me for the costs as soon as possible so we can expedite payment.

Sincerely,

Name of authorized individual

Send invoice to: (include name and address)