

For Business Document:

Please send the following information. Be very precise and specific. If we input the info you give us and its wrong you will be required to pay for an additional document(s). So double check your information and make sure you send everything we are asking for here in this checklist.

- Full Name
- Supervisor Name
- Employer/Company Name, Address & Phone # (if you don't have one we can provide this info)
- Information you want in the letter (or the purpose for the letter)
- Any other special details or considerations please include.
- A valid email address for us to deliver your documents to.