



To ensure that all of the president's correspondence is prepared, edited and signed in a timely manner.

At our office, correspondence includes:

- Articles
- Biographies for the president
- Certificates or parchments
- Emails
- Forms
- Invitations
- Letters (nominations, endorsement, thank you, congratulations or condolence)
- Press releases
- Quotes or messages

Email president@ucalgary.ca to submit your correspondence request. We will confirm receipt of your request, follow-up with any questions, and then add your request to our correspondence tracking document for completion by the appropriate team member.

Allow a _____ and a _____ for quotes from the president. Letters that require extensive research and review, such as letters of nomination or endorsement, may take longer than 10 business days.

Please provide the following information to help us process your request:

Name of the