



**Dear students please request for your required letters or services at least 2 weeks earlier.**

**Also note that we will be sending it via post.**

**Any letters over the counter will now attract a charge of £50.**

**This will not affect any new comer for their first sets of service letters or ID cards.**

**If you have any further query please send email at [m.ryhan@guildhall.ac](mailto:m.ryhan@guildhall.ac).**

**For any records/payment issue contact Mr Ryhan at the above email address.**

**If you have any query regarding your course progress or attendance please contact your programme administrator.**

**-GC Admin**