

March 30, 2005

The Course Instructor
ENG 101, Sec: 05
East West University
43, Mohakhali C/A,
Dhaka – 1212

Subject: **For leave of absence.**

Dear Sir:

With due respect I wish to inform you that I could not attend the classes for three days due to a sudden attack of fever.

I shall be highly obliged if you kindly grant leave of absence for three days with effect from Sunday, 27 March 2005. A medical Certificate is attached herewith for your kind perusal and necessary action.

Thank you.

Your truly

S. M. Benzir Ahmed
ID: 0000-0-00-000
Department of Business Administration.

March 30, 2005

The Course Instructor
ENG 101, Sec: 05
East West University
43, Mohakhali C/A,
Dhaka – 1212

Subject: **For leave in absence.**

Dear Sir:

With due respect I wish to inform you that I could not attend the classes for three days due to a sudden attack of illness.

I shall be highly obliged if you kindly grant leave in absence for three days with effect from Wednesday, 30 March 2005. A medical Certificate is attached herewith for your kind perusal and necessary action.

Thank you.

Your truly

S. M. Benzir Ahmed
ID: 0000-0-00-000
Department of Business Administration.

March 30, 2005

The Chairperson
Department of Business Administration
East West University
43, Mohakhali C/A,
Dhaka – 1212

Subject: **For reference letter.**

Dear Sir:

With due respect I wish to inform you that I am going to abroad for higher studies and that is why I need a reference letter referring my character and academic activities.

I would also like to inform that during the time I studied here there is no objection against me from any teacher or student.

I would request you that you will be kind enough to issue me a reference letter including my character and academic activities and oblige thereby.

Thank you.

Your truly

S. M. Benzir Ahmed
ID: 0000-0-00-000
Department of Business Administration.

March 30, 2005

The Register
East West University
43, Mohakhali C/A,
Dhaka – 1212

Subject: **For grade sheet.**

Dear Madam:

With due respect I wish to inform you that I am going to abroad for higher studies and that is why I need a grade sheet referring my educational grades.

I have completed my 9th semester here with an average grade B.
I would also like to inform that during the time I studied here there is no objection against me from any teacher or student.

I would request you that you will be kind enough to issue me a grade sheet and oblige thereby.

Thank you.

Your truly

S. M. Benzir Ahmed
ID: 0000-0-00-000
Department of Business Administration.

March 30, 2005

The Chairperson
Department of English
East West University
43, Mohakhali C/A,
Dhaka – 1212

Subject: **For 'I' grade.**

Dear Sir:

With due respect I wish to inform you that I could not attend the 3rd midterm exam of ENG 101 due to a sudden attack of fever. That is why I got 'I' grade.

For this reason, I would request you to allow me to sit for a make-up exam and oblige thereby.

Thank you.

Your truly

S. M. Benzir Ahmed
ID: 0000-0-00-000
Department of Business Administration.

March 30, 2005

The Register
East West University
43, Mohakhali C/A,
Dhaka – 1212

Subject: **For semester drop.**

Dear Madam:

With due respect I wish to inform you that I could not attend my classes in the month of February 2005 due to chicken pox. In that situation it is not possible for me to carry on this semester.

For this reason, I would request you to allow me drop the semester and oblige thereby.

Thank you.

Your truly

S. M. Benzir Ahmed
ID: 0000-0-00-000
Department of Business Administration.

March 30, 2005

The Chairperson
Department of English
East West University
43, Mohakhali C/A,
Dhaka – 1212

Subject: **For course drop.**

Dear Sir:

With due respect I wish to inform you that I could not attend the 1st and 2nd midterm exam of ENG 101 due to sudden attack of fever in both times. I also sit for make-up exams but couldn't do well.

For this reason, I would request you to allow me drop the course ENG 101 and oblige thereby.

Thank you.

Your truly

S. M. Benzir Ahmed
ID: 0000-0-00-000
Department of Business Administration.

March 30, 2005

The Register
East West University
43, Mohakhali C/A,
Dhaka – 1212

Subject: **For financial aid.**

Dear Madam:

With due respect I wish to inform you that at about a week ago, a daring robbery took place in our residence at midnight. The robbers suddenly broke into the house and took away all valuable things. They also took a box that contains my books and learning aids.

At present we are quiet helpless. On the other hand, my father does not have any considerable savings to face this situation.

I shall grateful to you if you please sanction me a sum of Taka 5000 from the poor fund with an immediate effect and help me keep up my progress in studies without any hindrance.

Thank you.

Your truly

S. M. Benzir Ahmed
ID: 0000-0-00-000
Department of Business Administration.

March 30, 2005

The Course Instructor
ENG 101, Sec: 05
East West University
43, Mohakhali C/A,
Dhaka – 1212

Subject: **For make-up exam.**

Dear Sir:

With due respect I wish to inform you that I could not attend the 2nd midterm exam due to a sudden attack of fever.

For this reason, I would request you to allow me to sit for a make-up exam and oblige thereby.

Thank you.

Your truly

S. M. Benzir Ahmed
ID: 0000-0-00-000
Department of Business Administration.

March 30, 2005

The Register
East West University
43, Mohakhali C/A,
Dhaka – 1212

Subject: **For change section.**

Dear Madam:

With due respect I wish to inform you that it is not possible for me to attend my classes of ENG 101 which held on each Sunday 11:50 because of my MAT 110 course which holds in the same time. In that situation it is not possible for me to carry on this course in that time. It would be better for me if you please allow me to do my classes of Section 6 of ENG 101.

For this reason, I would request you to allow me change the section and shift it to a suitable time for me and oblige thereby.

Thank you.

Your truly

S. M. Benzir Ahmed
ID: 0000-0-00-000
Department of Business Administration.

March 30, 2005

The Dean
Faculty of Business
East West University
43, Mohakhali C/A,
Dhaka – 1212

Subject: **For change department.**

Dear Sir:

With due respect I wish to inform you that from the very beginning of my life I wanted to be a Economist. That is why I studied Business Studies with the forth subject Economics. I cut a good grade in all exams of the subject. But unfortunately I couldn't got admitted for Economics Department. Now I want to change my department.

I would request you to allow me change the department and shift it to Economics Department and oblige thereby.

Thank you.

Your truly

S. M. Benzir Ahmed
ID: 0000-0-00-000
Department of Business Administration.

March 30, 2005

The Course Instructor
ENG 101, Sec: 05
East West University
43, Mohakhali C/A,
Dhaka – 1212

Subject: **For grade change.**

Dear Sir:

With due respect I wish to inform you that I found some calculation mistakes in my grade. That is why I got a poor grade.

For this reason, I would request you to re-calculate my marks and oblige thereby.

Thank you.

Your truly

S. M. Benzir Ahmed
ID: 0000-0-00-000
Department of Business Administration.