Memo No: {memo\_no} Date: {date}

**Recommendation letter**

It is my pleasure to write that {name} completed all the requirements for the Degree of Bachelor of Science in {sub} at the University of Information Technology & Sciences (UITS) in Bangladesh.

{name} has fulfilled all the requirements of course works (156 credits) successfully and earned satisfactory grade ({cgpa} out of 4.00scale). I had the opportunity to assess {his} academic potential. {He} is a perceptive, sharp, quick individual with a high aptitude for programming and research. {He} is driven to understand how things work, how the given problem can solve.

{name} is undoubtedly a good candidate in the {sub} related programs. {He} has proven {him}self to be industrious, perseverant and intelligent necessary to complete an advanced graduate degree. It’s my pleasure to recommend {him} for the admission in the concerned program at your University.

Sincerely,

{dp\_head}

Assistant Professor and Head,

{dept}

University of Information Technology & Sciences (UITS), Dhaka

E-mail: {dp\_head\_email}