Date :   
  
To : The Register faculty of CSE Department  
 of  
 University of Liberal Arts Bangladesh  
  
Subject : Application for refund of money paid by me during pre-registration of my previous semester  
  
Dear Sir,

With due respect, I would like to inform you that I am a student of CSE department in your University bearing ID 222014012. Till this day I have given all my fees in due time. My parents want me to study textile engineering, as our ULAB University has no department for textile engineering so now I want to study in other university.  
I would highly request you to kindly oblige me by refunding me the amount paid during pre-registration of my previous semester.  
  
Sincerely yours,

Md. Minhazul Islam  
ID: 222014012  
Undergraduate Student | Department of Computer Science and Engineering   
University of Liberal Arts Bangladesh (ULAB)  
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