To  
The Vice Chancellor  
State University of Bangladesh

Rupganj, Narayanganj, Dhaka-1461, Bangladesh.

**Subject: Application for Permission to Attend Final Year Tour to Cox’s Bazar.**

Respected Sir,

With due respect, we, the final year students of the **Department of Computer Science and Engineering**, would like to seek your kind permission to arrange an educational and recreational tour to **Cox’s Bazar**. The proposed tour will be for **4 nights and 3 days**, scheduled from **\_\_ September 2025 to \_\_ September 2025.**

This tour is intended to provide a refreshing break before the end of our academic journey, as well as to strengthen the bond among the graduating students. We assure you that all safety measures will be strictly maintained, and the tour will be conducted under the guidance and supervision of our faculty members.

We humbly request you to kindly grant us permission for this tour. Your approval and support in this regard will be highly appreciated.

Thank you.

Sincerely,  
On behalf of Final Year Students,  
Department of Computer Science and Engineering.  
State University of Bangladesh.

Tour Schedule

Destination: Cox’s Bazar  
Duration: 4 Nights, 3 Days  
Proposed Dates: \_\_ September 2025 to \_\_ September 2025  
Participants: Final Year Students, CSE Department  
Supervision: Faculty Members (To be assigned)

**Day 0 – Departure from Dhaka**

Evening : Assemble at university campus (8:00 PM)

Night : Departure by AC/Non-AC Bus/Train (9:00 PM)

**Day 1 – Arrival & Beach Time**

Morning : Arrival at Cox’s Bazar, check-in at hotel. (7:00 AM).

Breakfast & Rest : (8:00 AM - 11:00 AM).

Late Morning : Visit Laboni Beach (11:30 AM).

Lunch : (2:00 PM)

Afternoon : Enjoy beach sports / photography / local markets (4:00 PM).

Evening : Sunset view from Sugandha Point (6:00 PM)

Dinner : (8:30 PM)

Night : Rest at hotel (10:00 PM)

**Day 2 – Sightseeing & Adventure**

Morning : Breakfast (7:00 AM)

Morning Trip : Visit Himchari and Inani Beach (8:00 AM - 12:00 PM)

Lunch : (1:00 PM)

Afternoon : Marine Drive Road sightseeing & group activities (2:30 PM)

Evening : Free time at Kolatoli Beach / shopping (6:00 PM)

Dinner : (8:30 PM)

Night : Bonfire, games, and cultural performances (optional)

**Day 3 – Leisure & Return**

Morning : Breakfast (8:00 AM)

Free time : Pack up /Beach walk / Local shopping (9:00 AM - 12:00 PM)

Lunch : (1:00 PM)

Afternoon : Check-out from hotel (2:30 PM)

Evening : Start return journey to Dhaka (4:00 PM)

**Day 4 – Arrival in Dhaka**

Morning : Arrival at university campus, tour ends safely (7:00 AM)