

To,
The Registrar,

University Administration,
Islamic University of Technology (IUT) , Gazipur

Date: 24th December, 2025

Subject: Request for permission to pay tuition fees in two equal installments for the academic year [2024–2025]

Respected Sir,

I, **Nayeemul Hasan Prince**, son of **Mohammad Manir Hossain**, am a student of **BSc in CSE**, Department of **Computer Science and Engineering**, currently in **5th semester**, bearing Student ID **220041125**. I am writing to respectfully request permission to pay my tuition fees for the academic year **[2024-25]** in two equal installments instead of paying the full year's fee at once.

The reason for this request is a temporary financial difficulty in my family. My younger brother has recently enrolled in an undergraduate program at **Curtin University, Australia**, and the associated educational and relocation expenses have placed a financial strain on our family. Due to this situation, arranging the full annual tuition fee at one time has become challenging.

I have attached the necessary documents, regarding my brother's admission to the Australian university, for your kind consideration.

I assure you that I will pay the second installment on or before **6th semester**. I kindly request you to consider my application and grant permission for the tuition fees to be paid in two equal installments.

I shall be highly grateful to you for your kind consideration.

Yours faithfully,

Nayeemul Hasan Prince
Student ID: 220041125
Program: BSc in CSE

Department: CSE
Contact: 01872608975
Email: nayeemulprince@iut-dhaka.edu

Enclosures:

- Brother's **Confirmation-of-Enrollment (CoE)**
- Student Fee Receipt and Tax Invoice
- Visa application status