

2023-03-01

To
The Chairman

University of Chittagong
Chittagong, Bangladesh

Through: Chairman, , University of Chittagong

Subject: Prayer for issuing study leave to pursue program in , .

Dear Sir,

I, the undersigned, joined the in University of Chittagong as a on . It is my immense pleasure to inform you that I have been offered with admission for pursuing program in , starting from . Along with the admission, I also have been awarded "" which covers my living allowances, registration/training/teaching fees. travelling cost, installation and visa related cost. To participate in this -year program, it is required to have study leave from the University of Chittagong.

Therefore, I earnestly request you to take necessary steps for issuing me study leave from and letting me join this very important academic program.

Kind Regards.

Chittagong, Bangladesh.
University of Chittagong
Chittagong-4331

Attachments:

1.