

To
The Chairman
University of Chittagong
Chittagong, Bangladesh

Subject: Prayer for issuing study leave to pursue Tech Conference 2025 at , USA

Dear Sir,

I, the undersigned, joined the Department of Computer Science and Engineering at the University of Chittagong as a lecturer on 2024-05-01. It is my immense pleasure to inform you that I have been offered admission to pursue the Tech Conference 2025 at , USA, starting from 2024-05-10. Along with the admission, I have also been awarded the "Company" which covers my living allowances, registration/training/teaching fees, traveling costs, installation, and visa-related expenses.

To participate in this 5-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 2024-05-10 and allowing me to join this very important academic program.

Kind Regards.

Dr. Ateka Sultana
Lecturer
Department of Computer Science and Engineering
Chittagong, Bangladesh
University of Chittagong
Chittagong-4331