

To
The Chairman
University of Chittagong
Chittagong, Bangladesh

Subject: Prayer for issuing study leave to pursue Master's Degree Program in Harvard University, United States

Dear Sir,

I, the undersigned, joined the Department of Computer Science and Engineering at the University of Chittagong as a lecturer on 2023-06-09. It is my immense pleasure to inform you that I have been offered admission to pursue the Master's Degree Program at Harvard University, United States, starting from 2023-07-08. Along with the admission, I have also been awarded the "Chittagong University Welfare Fund," which covers my living allowances, registration/training/teaching fees, traveling costs, installation, and visa-related expenses.

To participate in this 1-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 2023-07-08 and allowing me to join this very important academic program.

Kind Regards.

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