To
The principle
Institute of Science and Technology,
Dhanmondi 15/A, Dhaka-1205.

Subject: Application for Student ID card.

Respected Sir,
I am a student in your institute's Computer Science and Engineering Department. I can't submit my S.S.C. mark sheet. They didn't give me an ID card. I will submit my S.S.C. mark sheet when I get it.

May, I therefore pray and hope that you will grand my applications.

Name: Md Shoaibur Islam
Roll: 23090
Dept: CSE