Date: 28-Feb-2024

Assistant Campus SuperIntendent,

BRAC University Residential Campus

Birulia, Savar,

Dhaka 1340, Bangladesh

Sub: Application to Leave for Endorsement

Respected Sir,

With due respect, it is stated that I, Arif Raihan Mahee from the CS department, have been staying at Nikunja in room 825 and wanted to inform you that I need to extend dollar endorsements of my passport on 29 february.

I shall be really thankful if you give me permission to leave.

Yours obediently,

Arif Raihan Mahee

CS Department

Room N - 825

Phone 01777498473