16th January 2023

The Coordinator

IBA Career Center

Institute of Business Administration

**Subject:** Application for forwarding letter

Dear Sir,

Greetins. This is Md Golam Muktadir Asif from IBA MBA 63D batch. My roll number is 026. I am writing this letter to request you for a forwarding letter for my internship at Ha-Meem Group. The letter needs to be addressed to Md. Ashiqur Rahman, Talent Acquisiton Manager, HR, Ha-Meem Group; Address: Times Media Limited, 387, South Tejgaon, Dhaka-1208.

Therefore, I hope that you will be kind enough to issue me the letter at your earliest convenience.

Regards

Md Golam Muktadir Asif

Roll 026

IBA MBA 63D