

Date: 15 October, 2025

**To**

The Director  
IT Business Incubator, CUET

**Subject: Request for Renewal of Startup Office Space for *Cypher Bangladesh***

**Reference:** Sharok No. **ITBI/CUET-03/79**

Dear Sir,

I hope this letter finds you well. We, the co-founders of *Cypher Bangladesh*, are writing to kindly request the renewal of our startup office space at the IT Business Incubator, CUET.

*Cypher Bangladesh* is a growing robotics and electronics startup dedicated to making technological innovation more accessible and affordable. Our mission is to bridge the gap in robotics education, research, and product development in Bangladesh, with a focus on automation, embedded systems, and AI-driven solutions to address real-world challenges.

As per the office allocation mentioned in **Sharok No. ITBI/CUET-03/79**, we were allotted **desks 2, 3, and 4 on the 3rd floor** of the IT Business Incubator on **10 April 2025**, for a period of six months. During this time, the workspace has been instrumental in our progress — helping us organize our operations, conduct research and development efficiently, and accelerate our product initiatives.

Now that the six-month period has concluded, we would like to **request a renewal of our allocated space** for an additional term. Continued access to the workspace will allow us to maintain our current growth, further our R&D efforts, and continue contributing to the CUET innovation ecosystem.

We sincerely appreciate the guidance and support provided by the IT Business Incubator and look forward to your kind consideration of our renewal request.

Thank you for your time and continued support.

**Yours sincerely,**

G. M. Faysal Taysir  
Co-Founder, Cypher Bangladesh  
Department of CSE, CUET  
Student ID: 2004109  
Mobile: 01644529856