

Date: 08 January,2022

The Registrar

University Of Dhaka

Through: The Chairman, Department of MIS

Subject: An Application for Readmission.

Respected Sir,

I'm Md Arfan Khan, A 1st Year student of Management Information Systems (Batch-15th), University of Dhaka. Due to the pandemic situation of corona virus. I was not able to participate in the 1st year final exams. Unfortunately, I could not inform the university authorities for the reason of my absence. Meanwhile, my name has been struck off the role. The department office told me that I need readmission with the approval of the registrar. Now I'm seeking readmission in the university again with the upcoming 16th batch of MIS. I know I have missed many lessons.

I assure you that I will work hard to compensate for my studies. I will try my best to make a good result. Kindly give me permission for readmission so that I may be able to continue my studies.

Thanking You and Warm Regards,

Sincerely,

Md Arfan Khan

BBA 1st Year, Dept of Management Information Systems

University of Dhaka

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