

March 10, 2022
To: Vice-Chancellor
Islamic University of Technology (IUT)
Gazipur, Dhaka

Through: Head, CSE

Subject: Requesting for advance payment to attend conference

Dear Sir,

With due respect, I would like to inform you that I am going to attend the 10th Iberian Conference on Pattern Recognition and Image Analysis to be held on 4-6 May, 2022 in Aveiro, Portugal. I am very pleased that the university has granted \$1500 (Fifteen Hundred USD) as per rule against my appeal for financial assistance to bear associated costs related to registration, airfare and accommodation (attached).

I, therefore, request you to make an advance payment of \$1500 USD (or equivalent BDT amount) to complete registration, purchase air ticket and book a hotel. Adjustment against the payment will be submitted accordingly upon arrival after attending the conference.

Sincerely,

Md Shafkat Rahman Farabi
Lecturer, CSE

Dr Abu Raihan Mostofa Kamal
Head and Professor, CSE

Vice-Chancellor