January 28, 2024

To
The Deputy Registrar (Academic)
University of Chittagong
Chittagong, Bangladesh

Through: Professor Dr. Iqbal Ahmed (Course Advisor of CSE - 616)
Subject: Requesting for student information and related information for web engineering project.

Dear Sir,

I hope this letter finds you well. I am writing on behalf of a group of 5 students from Department of Computer Science at the University of Chittagong. We are currently undertaking a project to develop a web application for the automation of the student information management system within the university.

We have been advised by Professor, Dr. Iqbal Ahmed to seek your guidance, as we believe your insights will be invaluable for the success of our project. Specifically, we kindly request information on the following aspects of the leave management system:

1. The kind of information that is stored for each student.
2. Who stores the information?
3. Where is this information stored?
4. The process if a student wants to update his/her information.
5. Who has access to this information?

We understand the demands on your time and appreciate your cooperation. Your guidance, facilitated through Professor Iqbal Ahmed, will play a crucial role in ensuring the effectiveness and accuracy of our web application.

Thank you for considering our request. We look forward to your positive response.

Sincerely,
Syed Tajbir Ahmed
ID: 20701016
Mail: tajbir26@gmail.com
Phone: 01811623615
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