

October 28, 2019

To Registrar
University of Dhaka

Through
Dean
Faculty of Business Studies
University of Dhaka

Through
Chairman
Department of Accounting and Information System
University of Dhaka

Through
Program Director
MBA (Evening) Program
Department of Accounting and Information System
University of Dhaka

Subject: Seeking permission for Re-registration for completion of MBA (evening) program.

Dear Sir,

With due respect, I would like to inform you that, I am a student of MBA (evening) program 16th batch ID # 10916046. I have completed all the necessary courses successfully, except the "Internship". After completing the required courses and before the start of my "Internship" I had some family and personal problems, which took long time to get solved. For those reasons I could not start the Internship at a proper time. Also, I joined my current job at Dhaka WASA in the last part of 2010. From that point I had to balance both my study and job responsibilities. At my entry level job positions at Operation and Maintenance divisions or Project works, I had to maintain both desk/file work and field work responsibilities with lots of public interactions. For both my personal/family crisis and office problems I could not concentrate on the completion of my Internship.

At present I am working at a mid-level position, promoted at an office with very few field works and less responsibilities, also with no public interactions. I think this is the perfect time to focus back on my study and put my best effort to complete my "Internship" and achieve my MBA degree.

I request and hope that, considering above facts your honor would be kind and gracious enough to allow me to be re-registered into MBA (Evening) Program, complete the "Internship" successfully and achieve my MBA degree from prestigious Faculty of Business Studies, University of Dhaka. I will remain grateful to you for your kind consent.

Sincerely Yours,

Shyed Shahriar Housaini
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MBA (Evening) Program
Department of Accounting and Information System
Faculty of Business Studies, University of Dhaka.
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