…September, 2018

The Director

Institute of Information Technology

University of Dhaka

Through: The Student Advisor

Subject: Loan for Fresher’s Reception & Farewell

Dear Sir,

This is to inform you that we, the students of BSSE 8th batch and the organizers of Fresher’s Reception & Graduates’ Farewell 2018 which will be held on 22nd September 2018 at 3:00 pm. We have collected 70000 taka from IIT & SMARTECH. Our approached companies X,Y,Z have collected assured us X,Y,Z amounts respectively. The funds are supposed to reach us within the 1st week of October. However, to make the program happen on the 22nd September, we are in need of 1,50,000 taka.

We will be grateful if you can lend us the aforementioned required amount from our institute’s funds and assist us in making the program successful.

Sincerely yours

The students of BSSE 8th batch