Date:

To

Prof MN Islam

Director, Graduate Studies

Through

Director

(Desired program name)

Through

Chair/Director

(Current program name)

Subject: Application for permission to apply for (Desired Program).

Dear Sir,

I am expecting to complete my Graduation in (semester name) from (Department name), ( University name). My current CGPA is \_\_\_\_\_\_\_\_\_\_.

I sincerely request your permission to apply for the( program name) in North South University in Summer 2023.

Sincerely yours,

(Sign here)

Name:

Contact:

E-mail:

Attachment: Transcript