Date:

To

Prof MN Islam

Director, Graduate Studies

Through

Director/Chair

(desired Program/ department name)

Subject: Application for permission to apply for (Interested Program)

Dear Sir,

I am expecting to complete my Graduation in (Program name) in (Expected date/Time/ year) from the (Department name) from( University name). My current CGPA is …... I want to apply for (Interested Program) in Summer 2023.

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

Sincerely yours,

(Signature)

Name:

Phone:

E-mail:

Attachment:

1. **Transcript**
2. **Recommendation letter**