# Date:

To

Dr. MN Islam

Director, Graduate Studies

North South University

Through

Director/Chair

(Program/department name)

North South University

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

Dear Sir,

I have completed my Graduation in (program name) from (Name of University ) from the department of (department name). My CGPA is ……. which is below the requirement for application.

I sincerely request your permission to apply for the (Program name) from North South University in (semester name, year).

Sincerely yours,

( sign here)

Name:

Phone:

E-mail:

Attachment:

1. **Transcript**