Date:

To

(Company Address)

**Subject: Request to arrange ‘In-plant Training’ for NSU graduating students.**

Dear sir,

We are pleased to inform you that the following students of the B. Pharm Professional program of the Department of Pharmaceutical Sciences, North South University are going to graduate by the Spring of 2025. As a part of the B.Pharm Professional curriculum, the graduating students have to accomplish “In-plant training” in a reputed pharmaceutical industry.

As your company is one of the leading companies in the pharmaceutical industry and is massively contributing to the healthcare sector of the country, we are very keen to have our students trained by your esteemed company. We would also like to mention that the students will complete their final examinations by the end of June 2025. So, they will be able to join the training as per your suggested schedule from the first week of January.

We would appreciate it greatly if you could arrange the training for the following students in your company.

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| --- | --- | --- | --- | --- |
| Name | ID | Contact No & email | Total Credit Passed | Advised Semester |
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Therefore, I hope that ------------------------ Pharmaceuticals Ltd will be able to provide the opportunity to our graduating students to prepare for their professional careers.

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Dr. Mohammad Hossain Shariare

Professor & Chairman

Department of Pharmaceutical Sciences

North South University

For Further Contact: +880255668200 Ext: 6266

E-mail: [pharmacy@northsouth.edu](mailto:pharmacy@northsouth.edu)

Date:

To,

(Hospital Address)

**Subject: Request to arrange ‘Internship in Hospital Pharmacy’ for NSU graduating students.**

We are pleased to inform you that the following students of the B. Pharm Professional program of the Department of Pharmaceutical Sciences, North South University are going to graduate by the end of June 2025. As a part of the B.Pharm Professional curriculum, the graduating student has to accomplish an ‘Internship in Hospital Pharmacy’ in a reputed hospital.

Since (hospital name) Hospital Limited is one of the most prominent hospitals in the country, we are keen to have our students trained at your esteemed hospital. We would appreciate it greatly if you could arrange the training for the following students in your hospital.

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| --- | --- | --- | --- | --- |
| Name | ID | Contact No & email | Total Credit Passed | Advised Semester |
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Therefore, we hope that﻿(hospital name) Hospital Limitedwill be able to provide the opportunity in the month of (name of the month) 2025 for 4 to 6 weeks to help our graduating students prepare for their professional careers.

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Dr. Mohammad Hossain Shariare

Professor & Chairman

Department of Pharmaceutical Sciences

North South University

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