Date:

To,
The Chairman
Department of Management Studies
University of Rajshahi

Subject: Application for Grade Sheet.

Dear Sir,

     With due respect, I would like to state that I am a student of Department of Management Studies, University of Rajshahi. I need a grade sheet of … … … … … … … … … … … … … … … … semester for academic purposes. Required information regarding grade sheet is provided below.

Year	Semester	Grade					GPA
BBA 1st Year	1st Sem.	101=	102=	103=	104=	105=	
	2nd Sem.	106=	107=	108=	109=	110=	
BBA 2nd Year	1st Sem.	201=	202=	203=	204=	205=	
	2nd Sem.	206=	207=	208=	209=	210=	
BBA 3rd Year	1st Sem.	301=	302=	303=	304=	305=	
	2nd Sem.	306=	307=	308=	309=	310=	
BBA 4th Year	1st Sem.	401=	402=	403=	404=	405=	
	2nd Sem.	406=	407=	408=	409=	410=	
MBA	1st Sem.	501=	502=	503=	504=	505=	
MBA	2nd Sem.	506=	507=	508=	509=	510=	

I request you to issue the desired grade sheet and oblige thereby.

Full Name: … … … … … … … … … … … … … … …

Roll: … … … … … … … … … … … … … … … … … … … ..

Attachments:

1) Photocopy of Last Semester Admit Card.
2) Payment Receipt of Tk.100/= (A/C Name: Management Miscellaneous, A/C No, 0200002258092,
Agrani Bank Limited, Rajshahi University Branch)