

Date:

**To,**  
The Chairman  
Department of Management Studies  
University of Rajshahi

**Subject: Application for Positional Certificate.**

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 this certificate to use for academic purposes. Required information is provided below.

I request you to issue the certificate and oblige thereby.

1.	Student's Name (According to SSC Certificate)	:		
2.	Father's Name	:		
3.	Mother's Name	:		
4.	Roll Number	:	BBA =	MBA =
5.	Session	:	BBA =	MBA =
6.	CGPA	:	BBA =	MBA =
7.	Position	:	BBA =	MBA =

Yours Sincerely

**Signature**

**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)