

Date:

To,
The Chairman
Department of Tourism and Hospitality Management, University of Rajshahi.

Subject: Application for Participating in the Improvement Examination.

Dear Sir,

With due respect, I would like to state that I am a student of Department of Tourism and Hospitality Management, University of Rajshahi. I want to participate in the improvement exam of BBA.....Year..... Semester 20..... Required information is provided below.

I am requesting you to permit me for participating in the improvement examination.

1.	Student's Name (Capital Letter)	:			
2.	Father's Name	:			
3.	Mother's Name	:			
4.	1 st Year Session	:			
5.	Roll Number	:			
6.	Mobile Number	:			
7.	Details (Course No. and Name) of the Improvement Course(s)				
	Course No.	Course Name	Exam. Year	Semester	Obtained GPA

Yours Sincerely

Signature

Attachments:

1. Photocopy of the grade sheet of the semester applied for the improvement Exam.
2. Payment Receipt of Tk. 500/= (per course) (A/C Name: 0200012920866, THM Student Welfare Fund, Agrani Bank Limited, Rajshahi University Corporate Branch).