

Date:

To

The Controller of Examinations

Jatiya Kabi Kazi Nazrul Islam University

Trishal, Mymensingh-2224.

Subject: An application for verification of certificate/transcript.

Dear Sir,

With due respect, I request you that I am (name, session, roll, department). I am now staying in Bangladesh/abroad. Institutional requirements require verification of certificates/transcripts of my Hons/Masters. I have attached the copy of my certificate/transcript in your mail and attached receipt of deposit of Tk. ---- towards verification fee.

Therefore, I would be grateful if you could process my request at the earliest and issue me the verified transcripts to me/my institution on email address.

Thank you for your time and consideration.

Sincerely,

Name:

Session:

Roll No:

Course:

Department:

Jatiya Kabi Kazi Nazrul Islam University