

Date:

To,

Head of the Department

Department of

North Bengal International University

Rajshahi

**Subject: Application for taking Special Midterm Examination (Spring/Summer/Fall/Autumn 20.....)
inProgram.**

Sir

This is to inform you that I am,, bearing ID No. a student of semester in program at your department. Owing to, I could not sit for **Midterm** Examination of the following course(s) in due time:

Sl. No.	Course Code	Course Title

Now, with your kind permission, I would like to sit for the Special Midterm Examination of the above mentioned course(s).

I, therefore, request you to take necessary steps in this regard. Thank you in advance.

Yours sincerely

Name :

Id No.

Department of

North Bengal International University, Rajshahi

Approved by: