

Date.....

To

**The Head**

Department of .....

North Bengal International University

Rajshahi

**Subject: Application for submission of Special Assignment/ Special Class Test/ Special Midterm Examination in Spring / Autumn-20..... in BA (Hon's) Program.**

Sir,

I beg most respectfully to state that I am .....  
ID No. .... Student of ..... Semester in BA (Hon's)  
program at North Bengal International University. Due to my  
..... I could not attend Class Test / Midterm / submit  
assignment in due time of the following course(s).

Sl.	Course Code	Course Title
1		
2		
3		
4		
5		

Now I want to sit for Special Class Test / Special Midterm / Assignment of the said course(s).

I would therefore request you to kindly consider my case and take necessary steps in this regard and oblige thereby.

Your most obedient

Name.....

ID No.....

Student of ..... Semester

..... Program

Department of .....

North Bengal International University, Rajshahi

Mobile: