

Date: .....

To,

The Head,  
Dept. of Electrical & Computer Engineering, RUET.

Subject: Prayer for a **Student Certification Letter** for scholarship/Visa/.....

Dear Sir,

With due respect, I beg most respectfully to state that I am a regular student of your department. I need a “**Student Certification Letter/Recommendation Letter**” for scholarship/Visa/.....purpose. All information’s about me is given below.

Therefore, I pray & hope that you will provide me this certificate.

Your obedient student

Name:

Father’s Name:

Roll:

Session:

Year:

Enclosure:

1. Payment slip [To: Head, ECE; Amount: 100 Tk.; A/C: 12303; Rupali Bank]
2. Student ID Card Photocopy