

# Leading University

Ragib Nagar, South Surma, Sylhet

To  
The Controller of Examinations  
Leading University, Sylhet

**Subject: Application for Draft Transcript.**

Sir,

I beg most respectfully to state that, I am a student of . . . . . program of your University. Now I need Draft transcript. The following particulars are furnished for your perusal and consideration.

- 1. Student ID: . . . . .      2. Student Name: . . . . .
- 3. Department: . . . . .      4. Program: . . . . .
- 5. CGPA: . . . . .      6. Credit Completed: . . . . .
- 7. Deposit slip @ Tk. 100.00 (one hundred only).

Signature of the Student

Date:

1. Certified that the above mentioned information (1-4) are true

**Signature of Deputy Registrar (Admission)**

3. Certified that the above mentioned information (5-6) are true.

**Signature of Section Officer of Exam**

2. Certified that the concerned student has cleared up the payment. He has no outstanding dues.

**Signature of Director, Finance & Accounts**

4.

**Signature of Deputy Controller of Exam**