

**Leading University**  
**Ragib Nagar, South Surma, Sylhet**

To  
 The Controller of Examinations  
 Leading University, Sylhet

**Subject: Verification of**

Sir,

I beg most respectfully to state that, I am a student of \_\_\_\_\_ program of your University. Now I need \_\_\_\_\_ (In word) \_\_\_\_\_ Set (s) of verification of \_\_\_\_\_. It is furnished for your perusal and consideration.

1.Student ID:

2.Student Name:

3.Department:

4. Program:

5.CGPA:

6. Credit Completed:

7. BKash Transaction ID for Tk. 100.00 (one hundred only) for per set of verification:

**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**