

To

The Director
Institute of Business Administration (IBA)
University of the Punjab
Lahore.

Subject: Application for Appearing in Re-Sit Examination.

Respected Sir,

It is submitted that I am student of this institute and my particulars are as under:-

Name: _____
Roll No. _____ Program _____
Session _____ Semester _____
Contact No. _____ E-mail _____

I could not appear in the _____ examination due to the reason mentioned below:-

Subject(s)/Paper(s) _____
Held on [date(s)] _____
Instructor's Name(s) _____
Reason _____

Attachment:

-Medical Certificate (in case of medical reason) attached: Yes/No
-Documented Evidence (in case of other reason) attached: Yes/No

It is, therefore, requested that I may be allowed to appear in re-sit examination under the rules.

Yours Obediently,

Student's Signature _____

Date _____

(For Office Use)

Diary No. _____

Date _____

Remarks of the Examinations Assistant:-

Assistant Controller Examinations:-

Incharge Examinations:-

Director-IBA:-