

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:-

Incharge Evening Program:-

Director-IBA:-