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:-