

To

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

Subject: Application for Repeating Course.

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 want to repeat the following course(s):-

Course(s) Name \_\_\_\_\_

Instructor's Name(s) \_\_\_\_\_

Reason (Tick any one) i) Fail in the subject   
ii) Obtained "D" grade in the subject

It is, therefore, requested that I may be allowed to repeat the above mentioned course(s) under the rules.

Yours Obediently,

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

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(For Office Use)

Diary No. \_\_\_\_\_

Date \_\_\_\_\_

Remarks of the Examinations Assistant:-

Assistant Controller Examinations:-

Incharge Examinations:-

Incharge Evening Program:-

Director-IBA:-