

To

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

Subject: Application for Freezing of Semester.

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 hereby apply for freezing my \_\_\_\_\_ semester due to the following reason:-

Reason: \_\_\_\_\_  
\_\_\_\_\_

Attachment: \_\_\_\_\_  
\_\_\_\_\_

It is, therefore, requested that I may be allowed to freeze my study 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:-

Director-IBA:-