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 _____________________

(For Office Use)

Diary No. __________

Date __________

Remarks of the Examinations Assistant:-

Assistant Controller Examinations:-

Incharge Examinations:-

Director-IBA:-