

Official address

Office of the Principal

Memo/.....

Dated.....

Recommendation Letter

This is to Certify that xx national Mr. xx. C/O Mr, xx and Mrs. xx is a xx year/session student. His academic and other detail informations are given below:

Sl No	Requirements	Informations
1.	Studying year & Name of the Subject	
2.	Session	
3.	Roll No	
4.	Class attendance records	
5.	Duration of the course & year of course completion	
6.	Passport & visa copy	Attached
7.	Sponsorship Letter	Attached
8.	Bank Statement photocopy	Attached
9.	Student ID Card Photocopy	Attached
10.	List of total foreign students	Attached
11.	Take part any activities subversive to the state or of law	
12.	Foreign students admission approved seats and admitted number	

His performance is satisfactory. He is not working in Bangladesh and he bears a good moral character.

Signature and seal

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