

Date : / / 20

To,

The Registrar

Stamford University Bangladesh

Siddeswari, Dhaka

Subject : **Application for Visa extension or renewal letter.**

Dear Sir,

With due respect I would like to inform you that I am a student of your University. I need to have a recommendation letter for Visa extension. My detail is as under:

1. **Name (as passport, Capital Letters)** :
2. **Program** : BachelorMaster (**√**)
3. **Department or Subject**  :
4. **Studentship ID No.** :
5. **Class Attendance Report(% from Chairman)**:
6. **Admission Date or Session** :
7. **Visa expiry date** :
8. **Passport No. & expired date** :
9. **Country Name :**
10. **Present full Address (Dhaka**) :

:

1. **Mobile No.** :

I therefore hope and pray that you would be kind enough to consider my application and proper attention.

Sincerely yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student’s Sign Dept. Chairman’s Remark with Sign**:

**Attachment**: **Valid Passport main page photocopy**, Passport extension photocopy page

(If app.),& **visa photocopy**, visa extension photocopy page**(**If app.).