



Date: ____/____/20____

Head
Department of Materials and Metallurgical Engineering
Bangladesh University of Engineering and Technology
Dhaka – 1000

Re: Request for Issuance of Class Representative (CR) Certificate

Purpose: _____

Details of the Applicant

**Name of the Student (ALL
CAPS)**

Student Number

Batch (e.g. 2020)

Programme Undergraduate / Postgraduate

Term Served as CR

e.g. Level 3, Term II January / July 20____

Remarks (if any)

Endorsed by Advisor

Name

Signature

Date

Dear Sir,

I kindly request that you issue the Class Representative (CR) Certificate for the above-mentioned purpose.

Kind Regards,

Name of the Student _____

Signature _____

Date _____