

Date:

**The Head of Banking Diploma Department**  
Islami Bank Training & Research Academy (IBTRA)  
13A/2A, Block-B Babar Road Mohammadpur,  
Dhaka-1207.

**Sub: Letter of Authorization**

Muhtaram

Assalamu alikum

I the undersigned would like to request you to handover my provisional certificate of DIB Part-I/Part-II held on ----- to my authorized person whose signature is attested below. The particulars of my authorized person are as under:

**Name:**

**Designation:**

**Bank/ branch Name:**

**Employee ID No:**

**Mobile No:**

I will be grateful if you take necessary steps to handover my certificate to the authorized person and oblige thereby.

Maassalam

Yours sincerely

Mr./Ms. X

(Signature) Signature of the authorized person/receiver

Attested by the applicant

**Enclosed:**

1. Application for Provisional Certificate for Diploma in Islamic Banking Part-I/ Part-II (online form)
2. Mark sheet of DIB Examination Part-I/Part-II