**TRANSMITTAL LETTER**

19th of April, 20XX

Hasan Shirazi

Course Instructor

School of Business

North-South University

Dhaka-1229

Subject: Submission of the business plan on ‘Freya’s’ a beauty salon & spa company.

Dear Sir,

This is to inform you that we have completed the business plan that you had assigned us for the course MGT 368 for the semester of Spring 2021. For the business plan, we selected a salon service company to work on. We have introduced new features into this existing business and then we have devised a business plan for the company.

In writing this report, we have followed the instructions that you have given us in the class, and we have also applied relevant concepts that we have learned throughout our course. We have defied our core competencies, strategies on a different level, marketing plans, and financial calculations. The contents provided in this report are all our own, though some information and references have been taken from different sources to facilitate our report.

However, we will be glad to clarify any discrepancies that may arise.

Finally, we would love to express our gratitude for your supportive thoughts and kind consideration in and outside of the class.

Yours sincerely,

M. Mahfuz Amin

(061-078-030)