**TRANSMITTAL LETTER**

26 April 20XX

Mr. Musharraf Hossain

Lecturer

Department of Business Administration

Subject: Submission of Internship Report

Dear Sir,

With humble honor and respect, I am pleased to submit the internship report on “Investment of Commercial Bank’s Funds and its Impact on the Economic Development” which is prepared on the dynamic leadership and supervision of a person like you.

This report is an integral part of our academic courses in the completion of the BBA program which has given me the opportunity to have an insight into the nature of loans, deposits, credit disbursement, and recovery policy of “The City Bank Limited”.

In completing the report, I tried my best to blend all my knowledge and in imparting every available detail of the Bank avoiding unnecessary amplification of the report.

I humbly request you to accept this report for your kind evaluation.

Sincerely yours,

Farida Naz Seaule

ID No: BBA 02405852

Batch No: 22nd F