**TRANSMITTAL LETTER**

October 24, 20XX

Professor Dr. Md. Arshad Ali Matubbar

Chairman

Department of Business Administration

Faculty of Business Studies

Bangladesh Islamic University

Subject: Solicitation for acceptance of the Dissertation.

Sir,

I am pleased to submit my Dissertation Report after the successful completion of the dissertation report on “Performance Evaluation of Al-Arafah Islamic Bank Limited”. As I am serving in Al-Arafah Islamic Bank Ltd., I was assigned to make the dissertation report which will be helpful in my banking career as well as practical life.

I express my gratitude to you forgiving me the chance to acquire special knowledge on the Performance Evaluation of AIBL. Despite various shortcomings, I have devoted my best efforts to covering up all the relevant areas of the Performance of the organization. I hope that you will appreciate my endeavor and this report will satisfy you up to your expectation.

It is indeed that without your advice and co-operation it would not be possible to submit this report on time. I have tried my best to make this report is a comprehensive and informative manner. All my work and information presented in this report is done with the utmost sincerity and honesty. I shall be pleased to answer any sort of queries you think necessary regarding this report, assuring you of my presence when needed.

Yours Sincerely,

Abdul Mannan

ID No: MBAWM08082010

Batch –8th, Section- ‘A’

MBA (Executive) Friday

Major in Human Resource Management

Bangladesh Islamic University