**TRANSMITTAL LETTER**

30 October, 20XX

Mrs. Chowdhury Shegufta Afrin

Lecturer

Department of Business Administration

Stamford University Bangladesh

Subject: Submission of Internship report.

Dear Madam,

It’s my great pleasure to submit an internship report on the project titled “Overall Banking System of Al-Arafah Islamic Bank Ltd”, which is a partial fulfillment of the requirement of the BBA program. As an intern of Al-Arafah Islamic Bank Ltd I’ve gone through all the departments of the branch and the report is prepared focusing on the overall banking function and procedure of this branch.

Careful attention has been taken regarding data collection, the relevance of data, and the preparation of this report. The information provided in this report is very authentic and an effort has been made to make this a comprehensive one.

For better understanding and reliability, this is being segmented into various chapters and this will provide an extensive source of information.

I convey my sincerest thanks and gratitude for giving me the scope and I believe that this report will certainly help you in evaluating my coursework.

Thank you

Sincerely yours,

Radauana Chowdhury

ID: BBA 03009572

Batch: 30 (B)

Stamford University Bangladesh