**TRANSMITTAL LETTER**

January 05, 20XX

Dr. Toufiq Ahmed Choudhury

Director, Center for Post Graduate Studies (CPGS)

Bangladesh Institute of Bank Management

Dhaka

Subject: Submission of Practical Orientation Report.

Dear Sir,

It is my great pleasure to submit the Practical Orientation Report on “Overall Banking System in AB Bank ltd”. As per the requirement of MBM, I have completed the Practical Orientation Program at AB Bank Ltd, Rokeya Soroni Branch, Rokeya Soroni, Shewrapara, Mirpur, Dhaka-1216. I have tried to exert all the knowledge that I gathered through my working with AB Bank Ltd.

Working for two months (21st September to 20th November) in AB Bank Ltd. Rokeya Soroni Branch, helped me to fulfill the requirement of writing this report and subsequent preparation of this report is a very valuable experience for me as it helps to combine practical with theoretical knowledge.

My Practical Orientation Program at AB Bank Ltd. was a worthwhile experience and the exposure to such a reputed organization would be defining a value for me. I have tried my best to furnish all departments (General Banking, Credit & Foreign Exchange) in that Branch.

So, it would be kind enough for me if you receive my report and pardon me for any errors and mistakes.

Sincerely yours,

Antara Zareen

MBM 12th Batch

Roll No-120823