**TRANSMITTAL LETTER**

January 08, 20XX

MS. Humaira Latifa Ahmed

Assistant Professor

Institute of Business Administration

University of Dhaka

Subject: Letter of Transmittal

Dear Mam:

I have completed the Internship Report required to be submitted as a precondition for the completion of the MBA Degree. The title of my report is “Loan Syndication through Structuring New Product Mixtures”.

The Internship Report is based on my 4 monthly attachments in Eastern Bank Limited, A private commercial bank in Bangladesh. I have been attached to the Structured Finance Unit under Corporate Banking Division. In writing this report I had to conduct extensive research and interviews with authorized personnel and consult with several people without whom this would not be possible. Many thanks to them.

I especially thank you for allowing me to do an Internship Report on a subject in which I have great interest.

It will be kind of you if you accept my report on the aforesaid topic. I hope you will be pleased with the report. For further query, I am always available

Thanking you,

S. M. Faiz Bin Nizam

Roll No: ZR-93

Batch: MBA-41(D)

Institute of Business Administration

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