

**INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI**

Date: _____

REQUEST FOR LETTER OF INTRODUCTION

To be issued to _____
(Student's Name)

_____ Class: _____

To visit: _____

(Firm's full name and address; please consult telephone Directory, if necessary)

Letter to be address to: _____
(full name and designation of the officer concerned)

Topic: _____

Topic Approved:

INSTRUCTOR'S SIGNATURE