

**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**