



IIUM CENTRE FOR CONTINUING EDUCATION (ICCE)

ICCE/3/S1, 1920/EL-BBM/JB
November 4, 2019

TO WHOM IT MAY CONCERN

السلام عليكم ورحمة الله وبركاته

Dear Sir/Madam,

REQUESTING LEAVE TO PREPARE FOR FINAL EXAMINATION.

The above matter is kindly referred.

We would like to inform you that your staff is a student of IIUM Centre for Continuing Education pursuing the Bachelor in Business Management (BBM) program. For your kind information, the final examination of the said program for semester 1, 2019/2020 will be held on 28th & 29th December 2019, 4th & 5th January 2020. This examination will be held on Saturdays and Sundays.

Thus, on behalf of the students we would like to seek your kind permission to allow your staff to take leave as a preparation for the final examination. The dates are as below:

DATE	SUBJECTS
26 TH DECEMBER 2019 / THURSDAY	MGT 4320
27 TH DECEMBER 2019 / FRIDAY	FIN 4150
2 ND JANUARY 2020 / THURSDAY	MGT 4010
3 RD JANUARY 2020 / FRIDAY	FIN 4020

Your attention and cooperation in this matter is highly appreciated.

Thank You.

YANG FATIMAHANOM BT ABDULLAH SANI
Academic Manager

c.c Academic Unit

/snr