



**IIUM CENTRE FOR CONTINUING EDUCATION (ICCE)**

ICCE/3/S1, 1920/EL-BBM/SP  
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 27<sup>th</sup> & 28<sup>th</sup> December 2019, 3<sup>rd</sup> & 4<sup>th</sup> January 2020. This examination will be held on Fridays and Saturdays.

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
25 <sup>TH</sup> DECEMBER 2019 / WEDNESDAY	FIN 4870
26 <sup>TH</sup> DECEMBER 2019 / THURSDAY	MGT 4320
1 <sup>ST</sup> JANUARY 2020 / WEDNESDAY	FIN 4150
2 <sup>ND</sup> JANUARY 2020 / THURSDAY	MGT 4650

Your attention and cooperation in this matter is highly appreciated.

Thank You.



**YANG FATIMAHANOM BT ABDULLAH SANI**  
Academic Manager

c.c Academic Unit

/snr