Ref. No.:

Date: 29.08.2017

To

The Director

Bureau of Research, Testing and Consultancy (BRTC)

Bangladesh University of Engineering and Technology (BUET)

Dhaka-1000.

**Attention: Director, BUET-JIDPUS, BUET.**

Subject: Request for ***mention the name of the Test/Consultancy/Service with quantity.***

Sir,

We the ***“Name of your company”,*** would like to request for ***mention the name of the Test/Consultancy/Service with quantity*** at ***mention the job location***.

We are ready to pay necessary fee for the service. Please, let us know the official fee required for the service so that necessary payment can be made.

Sincerely

***(Signature)***

***Name***

***Designation***

***Company Name***

***Address***

***Email & Mobile No.***