Department of Business Management

Faculty of Business Studies and Finance, Wayamba University of Sri Lanka

**Requesting a Letter for Company Visit**

**Particulars of the Assignment**

Academic Year :

Course Unit Code/Name :

Assignment Name :

**Particulars of the Student/s**

Group Number :

|  |  |  |
| --- | --- | --- |
| **Ser. No** | **Index Number** | **Name with Initials** |
| 01 |  |  |
| 02 |  |  |
| 03 |  |  |
| 04 |  |  |
| 05 |  |  |
| 06 |  |  |
| 07 |  |  |
| 08 |  |  |
| 09 |  |  |
| 10 |  |  |

**Particulars of the Company**

Corresponding Officer :

Designation :

Company Name :

Company Address :

**Requested by**

Index Number :

Name :

Contact Number :

Signature : ………………………………………. Date : ……………………………………….

**Flow Chart**

Once the letter is ready with relevant authorization from the HoD, MA will inform the student and send the softcopy as a reply to the e-mail initially sent

Student collects the letter (Hard copy) from the Department

Upon receiving the template, MA goes through it and prepare the letter

Duly completed template will be e-mailed to department e-mail address

[dbm@wyb.ac.lk](mailto:dbm@wyb.ac.lk)

Student downloads the template and fill the necessary details

This template will be made available under “Student Requests”

Student visit the university website

<http://wyb.ac.lk/>

Reach to Department Page

<https://fbsf.wyb.ac.lk/dbm/>