তারিখঃ

বরাবর

মহাপরিচালক,

হাউজিং এন্ড বিল্ডিং রিসার্চ ইন্সটিটিউট,

১২০/৩, দারুস সালাম, মিরপুর, ঢাকা-১২১৬।

বিষয় :

জনাব,

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নিবেদক

(নাম, স্বাক্ষর, ই-মেইল ও ফোন নাম্বার )

Date:

To

Director General,

Housing and Building Research Institute,

120/3 Dar- Us- Salam, Mirpur, Dhaka- 1216.

Subject:

Sir,

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Sincerely,

(Name, Signature, e-mail & Phone Number)