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Secretary
Security Services Division
Ministry of Home Affairs
Bangladesh Secretariat
Dhaka.

Attn. : Additional Secretary, (Immigration & Security).

Subject: seeking permission for sending abroad and receiving back of the Bangladesh
Passport no-

Dear Sir,

I would like to send my Baengladesh Passport.....abroad and
receive the same back after accomplishing the purpose of sending (details are attached
herewith).

Under the above circumstances, I would request you to permit me as well as the person/
courrier authority, who/which will carry the aforementioned passport.

Sincerely,

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(name & address)

Encl.: details of the purpose