From,

Aditya.V

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USN: 01JST21EC003

21st October 2023

To,

Head Of Department

Prof. U.B Mahadevaswamy

Department of Electronics and Communications Engineering

Sri Jayachamarajendra College of Engineering

JSS Science and Technology University

Mysore

Subject: Request to attend DSP classes

Sir,

I hope this message finds you well. I am writing to request your understanding and assistance regarding my absence for the DSP class on 21st October. The reason for my absence was due to a family emergency where I was required to return home at the earliest.

I kindly request your permission to attend the DSP classes that follow. I assure you of my commitment to maintaining academic standards and will not miss any more classes.

Thank you for your consideration. I look forward to your response.

Sincerely,

Aditya.V