Date: 26:02:2016

To,

The Instructor-In-Charge,

<Course Name>

BITS Pilani.

Subject: Request for Make-up

Respected Sir/Madam,

I, <name> , bearing I.D no. <id> , am a member of Team RoboCon, BITS Pilani. Our team represents BITS Pilani in the nationals of ABU RoboCon. ABU-Robocon is an Asian level Intercollegiate Robotics competition which tests students in skills involving electronics, design, manufacturing and coding areas which sees the participation of over 17 countries. We are a group of 23 students working on the project for the last six months. This year, the competition for India is being held in Pune from, 3-5th March. The team will leave the campus on 29th and return to the campus by the afternoon of 7th March.The schedule is thus causing me to be unable to attend the following evaluatives the course:

<eval name and section> <eval date>

It is my earnest request that I be granted make up for the same.

Thanking You.

Yours Sincerely,

<name>

<id>