15th August, 2017.

Mr. Saif Ullah

Academic Officer

National University of Computer and Emerging Sciences

FAST-NUCES,

Lahore.

Subject: Request for leave

Respected Sir,

I am a student of FAST-NU Lahore campus, enrolled in the Bachelors of Computer Science degree program, and I would like to request for a leave.

I have been suffering from high fever. For this reason, I would not be able to attend the university until further notice.

I shall be greatly obliged if you look into my request and grant me leave.

I would appreciate your viewing of my application favorably.

Yours sincerely,

Mehar Fatima Khan

Computer Science Department

Section F

16L-4388

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