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**Team Pact,**  
CMRIT, AECS Layout,  
Bangalore 560037

30/11/2024

**Jayashree Ma'am,**  
5<sup>th</sup> Semester ISE Coordinator and Teacher,  
ISE Department,  
CMRIT, AECS Layout,  
Bangalore 560037

**Subject: Request Leave of Absence and Postponement of IAT**

Dear Ma'am,

We are writing to formally request a leave of absence from 12:20 onwards, from 2/12/2024, to 9/12/2024. The reason for this request is due to our team qualifying for the final round of SIH 2024, which is to be held on 10/12/2024 to 12/12/2024.

We request permission to excuse our absence to classes after 12:20 during the aforementioned time period, in order to prepare for this round of the Hackathon, as well as our absence on 10/12/2024 to 12/12/2024. Furthermore, we also request postponement of IAT-2 exams, specifically on the dates 13/12/2024 and 14/12/2024.

This hackathon represents a monumental achievement, as well as a challenge for us to develop the best solution possible. Kindly do the needful, and we apologise for the inconvenience, Thank you for your consideration.

Sincerely,  
Team Pact:

- Abhay Margabhandhu – 1CR22IS001
  - GLK Abhiram Reddy – 1CR22IS049
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