Declan Rodrigues

2GI22CS049

CSE, 2024

KLS GIT

4/11/2024

To

The Head of Department

Computer Science and Engineering

KLS GIT

Subject: Leave of Absence for Practice Sessions for Waves, BITS Pilani

Respected Sir/Madam,

I am writing to inform you that I am currently participating in practice sessions for Waves, an inter-collegiate cultural fest organized by BITS Pilani. The practices have been intensive last week Monday and are scheduled to continue until the 10th of November.

Due to the intensive nature of these preparations, I am unable to attend classes during this period. I understand the importance of keeping up with coursework, and I will make every effort to cover any missed material and coordinate with my classmates for notes and assignments.

I kindly request your understanding and approval for my absence during this time. I assure you that I will resume my attendance and academic responsibilities promptly after the event.

Thank you for your consideration.

Sincerely,

Declan Rodrigues

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