**8/16/2020**



Behind Maitidevi Temple, Maitidevi, Kathmandu

**Tel:** [+977 01-4431725](https://b-m.facebook.com/sunwaycollege/)

Subject: Request to reschedule my internal exam.

Respected Sir/Madam,

I, Dipesh Tha Shrestha, am a student of Second Semester in your school.

However, given the impact of the coronavirus and especially the quarantine measures, my income has gone down drastically and my family’s finance have been severely disrupted. I am in particular concerned about paying my semester fee. Due to lockdown in my area, Bank aren’t open and I don’t even have online banking service. I will make sure to pay my semester fee in time.

In addition, with the current government restrictions on movements and college closures, first will not be attending school physically in the foreseeable future. I am unable to receive proper education due to internet and electricity problem. Due to some internet problem and mailing id problem I was unable to get information in time. I was unaware about the form and internal exam. For this reason, I was unable to attend my internal exam. Therefore, I request you to postpone my exam. I shall attend the exam on any other date as decided by you. Thank you for your time and I hope to hear back from soon.

Sincerely,

Dipesh Tha Shrestha

9840424463

Dipeshthashrestha@gmail.com