

To,

Computer Application Department

International Department

Chandigarh Engineering College Jhanjeri,

Mohali, 140307

Apology for Absence from Classes

Respected Sir/Madam,

I hope you are doing well. I sincerely apologize for my absence from classes on 1 Jan to 27 Feb. 2025. I was in Mumbai during this period to provide my statement in an investigation related to my bank account, which required my personal presence.

I understand that regular attendance is crucial for my academic progress, and I deeply regret any inconvenience my absence may have caused. I will make every effort to catch up on missed lectures and assignments. I kindly request your support in providing any necessary guidance or materials to help me stay on track with my coursework.

Once again, I apologize for my absence and appreciate your understanding in this matter. Thank you for your time and consideration.

Thanks,

Mohand Ahmed Adam Hussain

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