To,

HOD’s

Department of Computer Science and Engineering

Guru Nanak Dev Engineering College

Ludhiana

March 31, 2023

**Subject: To provide a medical leave & postpone my MSE-1.**

Respected Sir,

I am writing to request to provide a medical leave for few weeks and postpone my Mid-Sem Examination (MSE), which is scheduled to be held on **31st – 1st March, 2023**. Due to unforeseen circumstances, I am unable to appear for the exam as per the schedule.

Unfortunately, I had a fall, which resulted in a fracture of my right-hand bone (Carpal Bone). I am currently undergoing treatment, and my doctor has advised me to take complete rest for a few weeks until my hand is fully healed. I have attached all the relevant medical documents.

Therefore, I kindly request you to postpone my exam and grant me a medical leave until I have fully recovered from my condition and able to resume my studies.

Yours Sincerely,

Name- Inderpreet Singh

CRN- 2115064

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Branch- D2-CSE-B1