

Date: December 12, 2024

To,

Dr. Umme Fawzia Rahim

Assistant Professor

Department of Computer Science and Engineering

DUET, Gazipur.

Subject: Application for leave of absence

Dear Ma'am,

I have the honour to state that, I am a second year, first semester regular student of the CSE department. My Student ID no: 2204063. I am writing you to inform that, I was unable to attend the class on 5th December 2024 due to my illness.

Therefore, I pray and hope that you will be kind enough to consider my problem & grant my application for the missed class and oblige thereby.

Yours sincerely,

Mizanur Rahman

CSE 2/1 (B)

Student ID: 2204063