March 13, 2023

Western Mindanao State University - Campus B

Normal Road Baliwasan, Zamboanga City

Dear Mr. Salimar B. Tahil,

I am writing to explain my absence from the Social Issues and Professional Practice Midterm exam that was scheduled on March 09, 2023. I regret to inform you that I was unable to make it to the exam because of unforeseen circumstances.

On the day of the exam, I left home early in order to arrive on time, but I encountered unexpected traffic on the way to school. Unfortunately, the traffic was much worse than usual, and it caused a significant delay in my arrival time. Despite my best efforts, I was unable to make it to school in time for the exam.

Furthermore, I was not aware that there was an exam scheduled for that day. I did not receive any prior notice about the exam schedule, and as a result, I did not prepare for it. Had I known about the exam in advance, I would have made alternative arrangements to ensure that I could take the exam as scheduled.

I understand the importance of taking exams on time and the negative impact that my absence can have on my academic performance. I apologize for any inconvenience this may have caused and I assure you that I will make every effort to ensure that this does not happen again in the future.

I kindly request that I be given the opportunity to take the exam at a later date. I am willing to make up for the missed exam and I will make sure to do my best to avoid this from happening again.

Thank you for your understanding and for considering my request.

Sincerely,

Jenelyn J. Pieloor, BSCS 4B Student

MADELYN J. PIELOOR ENGR. MARJORIE A. ROJAS

**Parent/Guardian Guidance Coordinator**

March 13, 2023

Western Mindanao State University - Campus B

Normal Road Baliwasan, Zamboanga City

Dear Mr. Salimar B. Tahil,

Good day!

I would like to write this letter to explain for the coming in late and thus not being able to take the midterm exam in your subject schedule in Thursday, March 09, 2023, for the reason that I was not informed of the schedule of the exam and I did not anticipate the worse-than-usual traffic in recodo around 9am in the morning, I also live in Ayala which takes approximately 1 hour ride to get to school. I am really sorry for the inconvenience that I have caused on your schedule and I will make sure to reflect and learn from this and do my best that this will not happen again.

I humbly request to be given the opportunity to take the mid-term exam at a later given date, and I am more than prepared to make up for the missed exam. Thank you for your kind consideration.

Sincerely,

Jhoemer S. Muyco

BSCS 4-A Student

MERCY S. MUYCO ENGR. MARJORIE A. ROJAS

**Parent/Guardian Guidance Coordinator**