

Attendance Justification Letter request

AQEL ABDULAZIZ MOHAMMED HUSSEIN

No.23, Lorong makmur12, Beruas Jaya, 26600 Pekan

Email: ax0557115346@gmail.com

Phone: 0167249822

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ASSOCIATE PROFESSOR TS. Dr. ADZHAR BIN KAMALUDIN

Dean of Faculty of Computing University Malaysia Pahang Al-Sultan Abdullah
26600 Pekan, Pahang.

Dear Dr.ADZHAR,

Assalamualaikum and a good day.I hope this message finds you well. I am writing to respectfully request your kind consideration regarding my attendance, which has unfortunately fallen below the required 80%. This letter serves as a formal justification in support of my clearance request, which is essential for renewing my student visa.

There are several reasons that contributed to my low attendance:

Technical Issues with Student Account – My account has not been fully functional, especially for specific subjects such as Data Analytics and Visualization (DAV). I was unable to take attendance for these classes despite being present. Upon checking, I was advised to visit the Detection Office located next to the Language Center, which I am currently following up on.

Health Challenges – I have been suffering from recurring stomach-related health issues since last year. This occasionally affected my ability to attend every class, though I consistently prioritized the most important sessions.

Midterm Preparation – During examination periods, I occasionally skipped some classes in order to allocate more time for focused preparation. My intention was to enhance my academic performance, not to neglect responsibilities.

Personal Responsibility – I also acknowledge that some of my absences were due to poor time management. I take full responsibility for this and I am actively working on improving my discipline and study habits.

I sincerely apologize for the situation and assure you of my full commitment to improvement moving forward. I kindly request your understanding and approval of my clearance so that I may proceed with my visa renewal.

Thank you very much for your time and kind support.

Respectfully,

Aqel Abdulaziz Mohammed Hussein

Matric No: CB23002