Date: [Insert Date]

To

The Head of the Department Department of English Primeasia University

Subject: Application for Dropping the Current Semester

Respected Sir/Madam,

I am **Nipol Chandra Roy**, a student of **BA Honours in English**, bearing the student ID **233025050**. I am writing this application to formally request a semester drop for the current term.

Due to unavoidable **financial difficulties** and serious **family problems**, I am currently unable to continue my academic studies. These challenges have significantly affected my ability to manage tuition fees and focus on coursework. Therefore, I humbly seek your kind consideration to allow me to drop this semester.

I assure you that this decision is temporary, and I fully intend to resume my studies as soon as my situation improves. I sincerely hope for your understanding and support in this matter.

Thank you for your time and kind cooperation.

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Yours sincerely,
Nipol Chandra Roy
Student ID: 233025050
BA Honours in English
Primeasia University