

Rayhana S  
Roll Number: 50  
Department of Computer Science & Engineering  
NSS College of Engineering, Palakkad

Date: 13/02/2025

To,  
The Head of the Department  
Department of Computer Science & Engineering  
NSS College of Engineering, Palakkad

Subject: Explanation for Absence on 09/02/2025

Respected Ma'am,

I am writing to inform you about my absence on 09/02/2025 during the pre-placement training session. I was experiencing a severe stomach ache, which made it difficult for me to attend. Considering my condition, I had to take rest.

I regret missing the session and will make sure to catch up on the missed content. I request you to kindly accept my explanation.

Thank you for your understanding.

Yours sincerely,  
Rayhana S  
Roll Number: 50