

Request for Permission to Enter Class without ID Card

[Your Name]

[Your Student ID, if applicable]

[Your Contact Information]

[Date]

[Professor's Name]

[Course Name and Section]

[University/Institution Name]

[Professor's Contact Information]

Subject: Request for Permission to Enter Class without ID Card

Dear Professor [Professor's Last Name],

I hope this letter finds you well. I am writing to request your permission to attend today's [Course Name and Section] class, even though I have unfortunately forgotten my ID card at home.

I understand the importance of following university policies and procedures, and I deeply regret this oversight. I assure you that this situation is not typical for me, and I am committed to ensuring that my ID card will be with me for all future class sessions.

I kindly request your understanding and approval to allow me to attend today's class so that I can keep up with the course material and not miss out on valuable instruction. I apologize for any disruption this may cause and assure you that I will rectify this situation promptly.

Thank you for considering my request. I appreciate your understanding and look forward to your response.

Sincerely,

[Your Full Name]

[Your Student ID, if applicable]

[Your Email Address]

[Your Phone Number]