

Satyendra Singh

CS-4C

14 june-2023

Harsh Vardhan sir,

Class coordinator

Kiet group of institution

Ghazibad-201206

Subject: Request for Make-up Exam for CT2 due to Absence from Typhoid Fever

Dear sir,

I hope this letter finds you in good health and high spirits. I am writing to request your kind consideration for a make-up exam for the CT2 (Class Test 2). Unfortunately, I was unable to attend the exam due to being diagnosed with typhoid fever, which led to my absence from college.

I have been suffering from typhoid fever for the past two weeks, which has made it impossible for me to attend classes or participate in any academic activities. My condition has greatly affected my ability to study and prepare for the CT2 exam, as I was confined to bed rest under medical supervision. I have attached the medical certificate issued by my attending physician as proof of my illness and the need for an extension.

I understand the importance of CT2 as an assessment of my academic progress, and I genuinely regret not being able to appear for it as scheduled. I assure you that I am fully committed to my studies and take my academic responsibilities seriously. However, circumstances beyond my control have hindered my ability to fulfil my academic obligations on the specified date.

Considering the circumstances, I kindly request your permission to take a make-up exam for CT2 at the earliest convenient time.

Thank you for your time and consideration. I eagerly await your positive response regarding my request for a make-up exam.

Once again, I apologize for any inconvenience caused and sincerely appreciate your understanding and support.

Yours sincerely,

Satyendra Singh