To

Class coordinator

CS, SEC-C

Kiet group of institutions Ghaziabad

Subject: Request for Attendance for Participation in B-Plan of Endeavours

Respected sir,

I hope this letter finds you in good health and high spirits. I am writing to request your kind consideration in providing me attendance for a day due to my participation in the B-Plan of Endeavours.

As you may be aware, I have been actively involved in the B-Plan competition organized by Endeavours, which is scheduled to take place on 20/5/23. This competition presents an invaluable opportunity for me to showcase my entrepreneurial skills, collaborate with like-minded individuals, and gain practical experience in developing a business plan. In order to fully commit myself to this event, I kindly request your understanding in granting me a day's absence from classes on 19/5/23.

The reason for my request is to allocate sufficient time and attention towards my project completion. Participating in this competition requires extensive preparation, including conducting market research, analysing financial projections, and refining our business model. Given the significance of this event and the potential it holds for my personal and professional growth, I believe this exemption would be greatly beneficial to my overall academic journey.

To ensure minimal disruption to my studies and uphold my academic responsibilities, I assure you that I will diligently make up for any missed coursework or assignments. I will proactively approach my classmates and utilize any available resources to obtain the necessary notes and materials from the missed class. Additionally, I am more than willing to schedule a meeting with my instructors or provide any supplementary work if required.

I sincerely appreciate your attention to this matter and your understanding of the importance I place on this event. Participating in the B-Plan of Endeavours will not only enhance my skill set but also reflect positively on our esteemed institution. I am confident that with your support, I will be able to balance my academic commitments while seizing this extraordinary opportunity.

Thank you for your kind consideration. I look forward to your positive response. Please do not hesitate to contact me should you require any additional information or clarification.

Yours sincerely,

Satyendra Singh