

April 4, 2025

The Class Teacher,
MIT World Peace University,
Fourth Year B.Tech
Computer Science Engineering - Cybersecurity and Forensics,
Panel A.

Respected Sir

I hope this letter finds you well. I am writing to humbly request your kind consideration regarding the attendance shortfall I am currently facing. I am a student of Fourth Year B.Tech in Computer Science Engineering, Panel A, and I would like to bring to your attention the reasons behind my inability to meet the **75% attendance criteria**.

From **January 1st to February 1st**, I was deeply engaged in preparing for the **GATE 2025** examination, which is a crucial step towards my aspiration of pursuing higher studies. The preparation required focused and uninterrupted effort, leading me to prioritize self-study during this period.

Subsequently, during the **end of February and the first week of March**, I had two off-campus interview processes for which I had to prepare rigorously and attend selection rounds. This additional commitment further extended my absence from regular classes.

Due to these academic and professional obligations, I was unable to attend classes consistently over a span of approximately **1.5 months**. I have attached all relevant documents including GATE admit card and interview call E-mails for your reference.

I sincerely assure you that I remain committed to my academic responsibilities and have been keeping up with the coursework through self-study and peer discussions. I respectfully request you to kindly grant me relief in the attendance requirement and allow me to continue with the semester and maintain my scholarship without any hindrance.

I shall remain grateful for your understanding and support.

Thanking you,
Yours sincerely,

Krishnaraj Thadesar
1032210888,
PA15
Fourth Year B.Tech (CSF), Panel A,
MIT World Peace University