

**To**

The Course Coordinator

3<sup>rd</sup> semester Dept of Computer Science and Technology

Institute of Science and Technology

**Subject:** Application for Excuse of Absence and Request for Time Extension for Fee Payment

Respected Sir,

I am **Md Shoaibur Islam**, a student of **CSE, 3rd Semester**, ID: **23090**.

I am writing to respectfully request your kind consideration regarding two matters:

**1. Class Absence:**

From **15th June 2025 to 25th July 2025**, I was unable to attend several classes due to illness, including severe sleep-related issues and physical weakness. Although I managed to attend a few classes during this time, my condition affected my ability to participate regularly. I do not have official medical documents, but I assure you the situation was genuine and beyond my control. I am recovering now and fully committed to continuing my studies sincerely.

**2. Pending Dues:**

Due to personal financial difficulties, I have not yet been able to pay two months of my **2nd semester fees**. I have received a notice regarding the exclusion of my name from the register. I humbly request you not to take such an action, as I am committed to clearing all my outstanding dues by **30th August 2025**.

I sincerely seek your understanding and support for both matters. I am determined to stay on track with my academic responsibilities and would be truly grateful for your cooperation.

Thank you for your time and consideration.

Sincerely,

**Md Shoaibur Islam**

ID: 23090

Department of CSE

Institute of Science and Technology