

Date: 15.10.2023

Principal - IST

Department of Computer Science and Engineering

Institute of Science and Technology

Subject: **Application for leave of absence**

Dear Sir,

I have the honor to state that, I am a student of the CSE Program of this university. My Roll No: 23090. I couldn't attend my classes from 19th September to 5th October. Cause my hometown is so far from here, I am seeing rent a house to stay here. Finally, I rent a house which starts 5th October.

I, therefore, pray and hope that you will consider my problem & grant my application for the said classes and oblige thereby.

Yours sincerely,

**Name: Md Shoaibur Islam**

Roll no: 23090

CSE Programm