Teh Kai Yuan (291624),

Inasis Yayasan Albukhary,

Universiti Utara Malaysia,

06010 Changlun, Kedah.

Dr. Khuzairi bin Mohd Zaini,

Lecturer for Basic Networking (Group E),

School of Computing,

06010 UUM Sintok, Kedah Darul Aman. 18/12/2023

Dear Dr,

**FORGOT TO SCAN ATTENDANCE IN CLASS**

Referring to above matter, I, Teh Kai Yuan, matric number 291624 from your class of Basic Networking (Group E), forgot to scan attendance in previous lecture on Wednesday, 22 November 2023.

1. Therefore, I would like to seek for apology for not scanned attendance. I appreciate your attention to this matter. Thank you for your understanding.

Your faithfully,

KAI

(TEH KAI YUAN)

Matric number: 291624