

Maaz Bin Zubair
ISST, University of Karachi
28/08/2023

Course Incharge
ISST, University of Karachi

Subject: Application for University Leave Due to Serious Right Arm Injury.

Respected Sir,

I am writing to request a leave from my studies due to my unfortunate accident that resulted in severe injury. I deeply regret any inconvenience caused by my absence and I am committed to resuming my studies as soon as I am able.

On 24th of August, I was involved in an unfortunate accident that resulted in a serious injury to my right arm. As a consequence, I have been hospitalised and currently undergoing medical treatment. Unfortunately, my condition has left me unable to attempt lectures, participate in academic activities or even write properly, thereby preventing me from taking part in any mid term examination scheduled for the coming month.

I kindly request a leave for absence for a period of 24th of August to 23rd of October, during which i will focus on my medical treatment and recovery. I assure you that I am committed to making up for any missed coursework and examination once I am physically capable of doing so.

Thankyou for considering my request. I am grateful for your understanding during this challenging time. Additional documents and medical certificates are also attached with this application.

Sincerely,

Maaz Bin Zubair
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