Dear [HOD's Name],

I am writing to request your kind understanding regarding the recent absence of our students from the college from 9th Feb to 13th Feb 2023. The reason for their absence was to prepare for the hackathon event that was hosted from 14th Feb to 16th Feb 2023.

We would like to apologize for any inconvenience that may have been caused by our students' absence. However, we believe that their participation in the hackathon was a valuable learning opportunity that would benefit them in their future careers.

Our students worked diligently to prepare for the hackathon, and their efforts paid off when they were able to perform exceptionally well in the event. We are proud of their achievement, and we believe that their success reflects positively on the college as well.

We assure you that we will make every effort to ensure that our students do not miss any crucial academic sessions and catch up on any missed coursework. We would also like to request your support in this matter to ensure that our students can continue their education with minimal disruption.

Thank you for your understanding, and we look forward to your continued support for our students' academic endeavors.

Sincerely,

[Your Name] [Your Designation] [Your Institution]