Sep 10, 2018

To

The Project Authority

IT Scholarship Project

**Subject:** Application for leave of absence due to my **father’s death**.

**Dear Sir,**

I am **Rekha Akter (ID: 1244351), Batch: J2EE/CCSL-M/37/01** could not attend in the class at 21/05/2018 and 31/05/2018 due to my father’s death.

So, I request to consider my problem and grant me 2 days leave of absent.

Your Sincerely

**Rekha Akter**

**ID: 1244351**

**Batch: J2EE/CCSL-M/37/01**