

Dear Sir,

I hope this email finds you well. I am writing to inform you of an unforeseen circumstance that has recently impacted my ability to participate in the upcoming end semester exams.

Regrettably, I have been diagnosed with Dengue fever, and my treating physician has advised a period of complete rest and medical treatment. This unexpected health condition has made it challenging for me to adequately prepare for the exams scheduled on [Date and Time].

Considering the circumstances, I kindly request your understanding and support in granting me leave from the upcoming end semester exams. I am more than willing to provide any necessary medical documentation, including a certificate from my attending physician, to validate the authenticity of my situation.

I understand the importance of the exams and the implications of my request. I assure you that, upon my recovery, I am committed to catching up on missed coursework and examinations. I am prepared to adhere to any academic requirements for reappearing in the examinations at a later date.

I appreciate your attention to this matter and would be grateful if you could provide guidance on any additional documentation or procedures necessary to process my request promptly.

Thank you for your understanding and consideration. I look forward to your response.

Sincerely,

[Your Full Name] [Your University ID] [Your Contact Information]

Subject: Request for Leave from End Semester Exams Due to Dengue Diagnosis

Dear [Recipient's Name],

I hope this email finds you well. I am reaching out to inform you about a recent development that has unfortunately impacted my ability to participate in the upcoming end semester exams.

On 25 th November 2023, I was diagnosed with Dengue fever by my attending physician. The severity of the illness necessitates immediate medical attention and a period of rest for recovery,so my physician has advised me to take complete bed rest for atleast 7-8 days. Given the unexpected nature of this health condition, I am unable to attend the End Semester Exams.

In light of the above, I am writing to request your understanding and support in granting me leave from the end semester exams, effective from 29 th November 2023.I am more than willing to provide the required medical documentation, including a certificate from my physician, to validate the authenticity of my situation.

I understand the importance of the exams and the academic responsibilities associated with them. I want to assure you that, once I have recovered, I am fully committed to catching up on any missed coursework and examinations. I am prepared to comply with any academic requirements for reappearing in the examinations at a later date.

I appreciate your attention to this matter and kindly request your guidance on any additional documentation or procedures necessary to process my request promptly.

Thank you for your understanding and consideration.

Sincerely,

Alok kumar verma

Roll No-21103010

Btech 3rd year,CSE