

To

The HR Manager / Internship Coordinator

Next Tech Limited

Mirpur, Shewrapara

Subject: Application for Leave Due to Academic Commitments

Dear Sir/Madam,

I, **Aminul Islam**, Student ID **211002138**, from the Department of **CSE**, Green University of Bangladesh, am writing to inform you that I was unable to attend my internship hours at **Next Tech Limited** on **Sunday, 10/08/2025** and **Tuesday, 12/08/2025**.

The reason for my absence was that I had to attend an **academic course presentation** and an **urgent project thesis supervisor meeting** scheduled on those days, which were mandatory for my academic progress.

I sincerely apologize for any inconvenience caused due to my absence and kindly request you to **consider my attendance for the mentioned days**. I assure you that I will make up for any missed work and remain committed to my internship responsibilities.

Thank you for your kind consideration.

Sincerely,

Aminul Islam

Student ID: 211002138

Department of CSE

Green University of Bangladesh