**To**  
The Vice Principal  
St.Claret College  
Bangaluru

**Date:** 28/08/2025

**Subject:** Request for Permission to Travel to Nepal and Attend Final Exam Only

Respected Sir,

I am writing to inform you about my current situation. My grandmother in Nepal is facing serious health problems, and my presence is urgently required to take care of her.

Initially, I was considering applying for a Transfer Certificate (TC) as I feared I would not be able to attend classes regularly. However, after discussing this with Madam [Name], she kindly advised me to request permission from you instead.

I am fully aware that students are required to maintain 75% attendance to be eligible for semester examinations. Due to these unavoidable circumstances, I will not be able to meet this requirement. However, I assure you that I will **submit all my assignments, projects, and research work on time** and fulfill all academic requirements, except for physical attendance.

Therefore, I humbly request your permission to allow me to travel to Nepal and remain there to take care of my grandmother, while returning in time to appear for my semester final examinations.

I sincerely hope you will understand my situation and kindly grant me this permission.

Thank you for your consideration and support.

Yours faithfully,  
Dharmaraj Tiwari  
23D3017  
III BCA sec ‘A’