CLIE MISIKO MUTENDE,

P.O BOX 38 - 01001,

KALIMONI.

19TH JUNE, 2024

DEAN OF SCHOOL OF COMPUTING AND INFORMATION AND TECHNOLOOGY,

JOMO KENYATTA UNIVERSITY OF AGRICLUTURE AND TECHNOLOGY

P.O BOX 62000 - 0200,

NAIROBI.

REF: APPLICATION OF THE SPECIAL EXAMS.

I am writing to formally request the opportunity to take special exams for the course I am currently enrolled in. My request is based on the unfortunate circumstance of facing financial constraints that have hindered my ability to meet the payment deadlines for **Second year First semester** school fees.

I would like to express my sincere dedication to my academic pursuits and emphasize that my current financial situation is a temporary setback. Due to unforeseen circumstances, I have been unable to secure the necessary funds to fulfill my financial obligations to the university within the stipulated timeframe.

I understand the importance of adhering to university policies, and I sincerely regret any inconvenience my situation may cause. I am committed to resolving my outstanding financial obligations as soon as possible to ensure the smooth functioning of the university's administrative processes.

I am more than willing to provide any necessary documentation to support my request and to discuss my situation further if required. Your understanding and assistance in this matter would be highly appreciated.

Thank you for your time and consideration. I look forward to a positive resolution to my request.

Sincerely,

Clive Misiko Mutende,

SCT221-0272/2022,

Bsc of Information and Technology.