

Ajagbe David Temiloluwa
Engineering Hostel,
Block 33, Room 15,
Redeemer's University,
Ede, Osun State.
13th December, 2024.

To:

The Hall Warden,
Prophet Moses Hall,
Redeemer's University,
Ede,
Osun State.

Through:

The HOD,
Department of Computer Science.

Through:

The Level Advisor,
Cyber Security 200 Level.
Dear Sir,

**REQUEST FOR PERMISSION TO LEAVE THE HOSTEL/UNIVERSITY PREMISES
BEFORE THE OFFICIAL VACATION PERIOD**

I am writing to kindly request permission to leave the hostel/university premises earlier than the official vacation date of December 20th. Due to unforeseen family obligations which is my sister's wedding, that require my immediate attention, I need to travel home by December 14th.

These commitments are time-sensitive and unavoidable, and my presence is crucial to address them. I assure you that I have completed all academic responsibilities and I have confirmed from my course rep that all my classes for this semester has ended and take home assignments and preparation for my tests are what are left, ensuring that my departure will not disrupt any university activities or requirements.

I sincerely request your understanding and approval for this early departure. I am willing to provide further details or supporting documentation if required.

Thank you for considering my request. I am hopeful for your kind approval.

Yours faithfully,

Ajagbe David Temiloluwa
202491028725EF