**To: Disha ma’am**

**From: Dhruv Prajapati**

**Subject: apology for Leave of Feb 13 & 15.**

**Greetings of the day**

**Respected ma’am,**

**Please accept my sincere apologies for my absence from classes, including the soft skills lecture, from February 13th & February 15th, 2025. I require a leave of absence for these 2 days due to pressing personal matters that require my immediate attention.**

**I realize how important it is to be in class, especially for the soft skills lectures, and I'm sorry if my being absent caused any problems. I'm going to get notes from other students, talk to you after class, and look at the online course materials to make sure I don't miss anything.**

**I've already talked to my classmates about getting their notes and looked at the online materials to make sure I'm up-to-date. I'm really sorry for any problems my absence might have caused. Thank you for understanding.**

**Sincerely,**

**Dhruv Prajapati**.