Student Name: EMON SEN DIBOS

Student ID : 23201256

Academic Section : 02

Dormitory Supervisor/Building/Room: Md. Jashimuddin Bhuiyan. Nikunjo-227

Date : 05/03/2025

To:

Dr. Tahseen H. Ali, Assistant Dean/ Senior Lecturer Ms. Chaitee Chakraborty

*Faculty Board for Student Academic Administration*

Savar Residential Campus, BRAC University

**Subject: Request for leave of absence due to own Cognizance**

Dear Dr. Ali/Senior Lecturer Ms. Chakraborty:

I hope this letter finds you well. I am writing to formally request a leave of absence from my residential semester from **Wednesday 5th March 4:00 PM to Saturday 8th May 2:00 PM**. During this leave, I will not miss any classes or ELN/SLL activities. I acknowledge that this leave will not be granted with any consideration for make-up examinations, assignments, quizzes, or tasks, or missed ELN/SLL activities, nor will I attempt to retrospectively claim any consideration after taking this leave. I am making this request knowingly and willingly, fully understanding the responsibilities and conditions attached to it.

Thanking you for your time,

Sincerely,

( )

Signature of Student Date: