

01.01.2019

To  
The Student Advisor  
Department of Computer Science and Engineering,  
University of Dhaka

Subject: An application for make up incourse exam.

Sir,  
With due respect, I am Frhan Kna, roll no: 12, a student of 1st year 1st semester. Sir, I could not attend the classes from January 1 to January 1 on account of my illness. As a reason, I was unable to attend to some of my incourse exams. My missed exams are: Item 2. Now I want to make up for those missed incourse exams.

In the circumstances, I request you earnestly to grant me leave of absence for those days and permission to sit for make up incourse exams for the mentioned courses in a suitable date.

Yours obediently,  
Frhan Kna  
Roll no: 12  
1st Year 1st Semester  
Department of Computer Science and Engineering,  
University of Dhaka