29.12.2018

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 Farhan Kanak, roll no: 162, a student of 4th year 2nd semester. Sir, I could not attend the classes from November 12 to November 21 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,
Farhan Kanak
Roll no: 162
4th Year 2nd Semester
Department of Computer Science and Engineering,
University of Dhaka