

18th November 2024

Course Teacher

Bangladesh University of Business and Technology (BUBT)

Subject: Application for Excuse of Absence Due to Illness

Dear Ms. Fahima Khanam,

I am writing to inform you that I was recently diagnosed with typhoid, which unfortunately caused my absence from four of your classes. Due to illness, I was unable to attend and participate as required. I am sincerely sorry for my absence.

I am committed to making up for the missed work and ensuring that I stay up-to-date with the course material. I kindly request your understanding in excusing these absences.

Thank you for your consideration and support.

Sincerely,

Name : Fahim

ID : 20215103024

Intake : 47

Section : 02