



University of Management and Technology

Name : Faizan Nadeem

Program : BS-SE

ID : 19014065002

**Assignment : Regarding Application
Writing**

Submitted to : Prof. Abdul Haq

Write an application to request Manager Academics (Mr. Saifullah Alvi) for registering course which you have mistakenly dropped off on flex.

April 17,2020.

Mr. Saifullah Alvi

Manager Academics

University OF Management and Technology

Sialkot,

Subject : Application for registering course which mistakenly dropped off

Dear Mr. Saifullah Alvi:

I am a student of University OF Management And Technology and would like to apply for registering course which i mistakenly dropped off on flex.

Due to my negligence i have dropped one of my course, which is how that we all received an e-mail from university to check that whether our courses are registered or not, somehow i checked my e-mail after 2 days in which one of my course is not registered

Kindly it's my request to you that to register my subject so I could not face any problem in my semester and I am so ashamed of my mistake.

I would appreciate you for viewing my application favorable.

Yours sincerely,

Faizan Nadeem

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BS-SE