

To  
The Head of Department of Sanskrit  
Punjab University,  
Chandigarh

Subject: Application for Permission to Take Exams Despite Short Attendance

Respected Sir,

I hope this letter finds you in good health. My name is Pankaj Sharma, and I am a first-year MA Sanskrit student at Punjab University, Chandigarh. I am writing to bring to your attention the circumstances that led to a shortfall in my attendance during the recent heavy rains.

Due to the extreme weather conditions and heavy rainfall this year, I faced significant challenges in commuting to the university. As a result, I had to stay at home on several occasions, which, unfortunately, impacted my attendance. I understand the importance of regular attendance and the academic policies in place.

I assure you that despite the attendance shortfall, I have diligently kept up with the course material through self-study, online resources, and communication with fellow students. I am fully committed to completing all the required coursework and performing well in the upcoming examinations.

I kindly request your understanding and support in granting me permission to take the upcoming exams despite the attendance shortfall. I am more than willing to make up for any missed classes and submit any additional assignments or projects to demonstrate my commitment to the course.

I understand the importance of maintaining academic standards, and I am confident that my dedication to the subject matter will reflect positively in my exam performance. I am grateful for your time and consideration of my request.

Thank you for your understanding and support. I look forward to your positive response.

Sincerely,

Pankaj Sharma  
MA Sanskrit, First Year