March 16, 2018

Please excuse myself for being absent in 3 days.

Thank you for your kind consideration.

Sincerely yours,

Chen

Signed by:

|  |  |
| --- | --- |
| ${College Chairperson}  ${College Chairperson-Name}  ${College Chairperson-Position} | ${College Dean}  ${College Dean-Name}  ${College Dean-Position} |