

**Assignment : Write an Application**

**Submitted by: Hira Sohail**

**Subject : AICT**

**Roll no: 76**

**Submitted to : Miss Abqa**

**“Sick leave”**

To Chairman

University Of Engineering and Technology,

Lahore.

Subject: Application for sick leave

Respected Sir,

It is stated that I am Hira Sohail and my registration number is 2023-CS-76. I am a student of computer science department. I am writing this application to notify you that l am unable to attend university for next three days, that is, from September 7, 2023 to September 9 ,2023, as l am suffering from severe cold and food poisoning. l have been recommended by the doctor to take plenty of rest for faster recovery. l am apologetic for the trouble caused to my academic schedule because of my illness.

On the other hand l am relieved l could meet the deadline set to me for the assignments l have to submit. l will put in my extra efforts as l attend university again after three days once l am back from my sick leave.

I shall feel highly obliged for this act of kindness.

Yours obediently,

Hira Sohail

2023-CS-76