November 23, 2023

Dear Sir Dennis,

I am writing to inform you that I, Ishmael Ramirez was unable to attend school on November 21, 2023 due to a sudden onset of illness.

I have experienced cough and fever and as a result, I was not able to consistently stay in the online conference in google meet and I missed the roll call attendance. I was present during the report of my groupmates and I assisted in the creation of the report and the presentation of the examples as well.

I appreciate your understanding and cooperation in this matter. Please let me know if there are any additional steps or information required to address this situation.

Thank you for your time and consideration

Sincerely,

Ishmael Ramirez

BSIT - IT2G

P.S. Attached to this letter is the valid ID from my mother to signify that she was aware of my situation.