

D/Les

To be taken up at FAC P.

FA

Suranga Lakshan,
94/1,
Mawathgama,
Homagama

30/08/2018

SL

03/09/18

P.S. Name: S.L. Sudasinghe
Reg. No: 170605B
(Has zero GPA in sem 1)

Dean,

University of Moratuwa

Dear Sir,

Request to be demoted to the predecesing academic
batch on behalf of the exhibition of poor academic
performance

It is with great regret and remorse that I accept my poor performances exhibited in the last series of examinations that were held last July. Hence, I hereby write this letter to request for a demotion to the preceeding academic batch or in colloquial terms, be missed from the current batch as an opportunity to perform well hereonwards.

I was unable to face the last examination successfully, due to several personal difficulties and family problems and I would be really grateful if you could be kind and sincere enough to consider my request. I will ascertain the tact, that I will exert my maximum strength in order to perform well in the following exams and will definitely provide my fullest effort to exceed your expectations.

Thanking you,
Yours faithfully,

SL