To: Ms. Saima Ahmed

Director HR

Lahore Garrison University

Subject: Explanation

Regarding your letter no. LGU/HR/293-24 dated 21 March 2024, I regret to inform you that I was unable to attend duty on 20 March 2024 due to unforeseen health issues, preventing me from notifying you in advance. Despite my intention to come, my health condition deteriorated unexpectedly, leading to this absence. I apologize for the inconvenience caused and assure you that I will prioritize timely communication in the future.

Controller of Examinations

Muhammad Imran Aslam