Date: 18-8-2019

To,

Department Head,

Computer Science and Engineering.

Daffodil International University

Subject: Application for one day permission to sit in the examination.

Sir,

With due respect and humble submission, i am a student of your department,

Semester: summer 2019. My ID is182-15-11430.

I have paid my registration fees for midterm and collected the

Clearance. But somehow I forgot to bring it to the examination hall.

So, now I have to have one day permission to sit in the examination.

May I , therefore hope that you would be kind enough to grant me one day permission for this examination and oblige thereby.

Sincerely yours

Name: Afsara Rahman

ID: 182-15-11430

Semester: Summer 2019

Sec: D