Date :

To

**The principal**

Sylhet Women’s Medical College

Mirboxtula, Sylhet

Sub : **Prayer for grant attendance.**

Sir

I beg most respectfully state that, I am a senior lecturer of department of Community Medicine of your college.

Because of transport problem I can not came to office on time in following dates,

May I therefore pray & hope that you would be kind enough to grant my attendance & oblique thereby

Your most respectfully

**Dr.Sabrin Rwadi**

Senior Lecturer

Dept. Of Community Medicine