Sep 10, 2018

To

The Project Authority

IT Scholarship Project

**Subject:** Application for leave of absence for father’sdeath.

**Dear Sir,**

I am **Rojina Akhter (ID: 1244255), Batch: J2EE/CCSL-M/37/01** could not attend in the class from 08/09/2018 to 09/09/2018 due to my father’s death.

So I request to consider my problem and grant me 2 days leave of absent.

Your Sincerely

**Rojina Akhter**

**ID: 1244255**

**Batch: J2EE/CCSL-M/37/01**