

To,

The Head of MBC Department

MANIT BHOPAL

Subject: Request for Class Attendance Adjustment for Medical Illness from Date: 19Feb to 23Feb

Respected Ma'am,

I want to draw your kind attention to my current circumstances. I am writing this letter to inform you that I was unwell and could not attend classes from 19th February to 23rd February due to fever. The illness was diagnosed as viral fever.

I kindly request you to consider my absence during these days and grant me leave for the same, as it is essential for my attendance record.

Thank you

Yours Sincerely,

Karan Kumar

Scholar No: 222120109

MCA 4<sup>th</sup> Semester