

Date: 14 September 2025

To

Mr. Shovon Talukder
Course Instructor, EEE 402 (Sec-1)
Department of Electrical and Electronic Engineering
East West University

Subject: Application for Incomplete Grade in EEE 402

Respected Sir,

I am Niaz Morshed Razon, one of your students from the course **EEE 402, Sec-1**. I am writing to respectfully request an incomplete grade in the course **EEE 402**. Unfortunately, due to high fever and extreme weakness, I was unable to attend the final examination held on **Thursday, 11 September, at 1:30 PM**. Despite my sincere intention to appear, my health condition did not permit me to sit for the exam.

I have also consulted with the University Medical Centre and have been taking the prescribed medication. For your kind consideration, I have attached the medical prescription for your reference.

I, therefore, seek your kind consideration in granting me an incomplete grade for this course. I assure you that I am committed to completing all necessary requirements as per university regulations once my health improves.

Your kind understanding and support in this matter will be deeply appreciated.

Sincerely,

Niaz Morshed Razon

ID: 2022-2-80-008

Course: EEE 402, Sec-1

Department of Electrical and Electronic Engineering
East West University