Dear Dr. Tran,

This is to inform you that I have been removed from CSC550 due to three consecutive absences. I need to mention that recently I was highly engaged and busy with helping my pregnant sister in law to move into her new place. I was busy as much that I missed my regular schedule. To me this was urgent and very important, and I hope it sounds reasonable enough to reinstate me back into the course.

I understand that I missed three consecutive attendances and this is against Sullivan university’s policy, however I kindly ask you to help me to come back to the course as being dropped on the last week of the quarter means losing all my effort and money that I spent through the whole quarter.

I appreciate you help in advance.

Sincerely,

Mohammad Rahbar