

2080-08-24

HOD
Electronics and Computer Department
IOE Pulchowk, Lalitpur

Subject: Request for Permission to Attend Cricket Auction

Dear Sir/Madam,

I hope this letter finds you in good health and high spirits. We are students of the Electronics and Computer Engineering department. I am writing to request your permission to be excused from classes on 24th of Mangsir due to a compelling reason.

I have recently been presented with a unique opportunity to attend a cricket auction that holds significant importance for my personal and professional interests. I understand the importance of regular attendance and participation in classes. However, considering the exceptional nature of this event and its potential impact on my academic and professional growth, I kindly request your approval to be excused from classes on the mentioned date. I would be grateful if you could consider my request favourably. Your understanding and support in this matter mean a lot to me, and I assure you that I will handle this situation responsibly.

Thank you for taking the time to consider my request. I look forward to your positive response.

Students who are going to miss the class :079bei034,079bei036,079bei029

Sincerely Yours,
Santosh Khadka