

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. My name is Santosh Khadka, and I am a II student in the Electronics and Computer 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. As a cricket enthusiast and aspiring sports management professional, this event provides a valuable opportunity for me to gain insights into the workings of the cricketing world and network with industry professionals.

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.

To ensure minimal disruption to my academic responsibilities, I am committed to making up for any missed assignments, lectures, or classwork. I will diligently catch up on the material covered during my absence and submit any required assignments promptly.

I assure you that this request is made with the utmost respect for the college's policies and the value placed on regular attendance. I am fully aware of my responsibilities as a student and am dedicated to maintaining a high standard of academic performance.

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