

Date: February 17, 2025

To
The Chairman
Department of Computer Science and Engineering
Premier University Chittagong

Subject: Application for Absence Consideration

Sir,

With due respect, I am writing to request consideration for my absence from classes on February 11, 2024, and February 12, 2024. I was unable to attend classes on these dates as I participated in a hackathon at Tech Fest 2024, organized by North South University, Dhaka, as a member of the Premier University Computer Club.

I fully understand the importance of regular class attendance and regret missing these sessions. However, I have made sure to catch up on all missed coursework by reviewing the provided resources and coordinating with my peers. I am committed to ensuring that my academic performance remains unaffected by this absence.

In light of my participation in this academically enriching event, I kindly request you to consider my absence as excused and grant me attendance for the mentioned dates.

Thank you for your time and consideration.

Yours sincerely,
Ha Meem Hossain
ID: 0222220005101129
Batch: 42nd | Semester: 5(C)