

Bhagwan Parshuram Institute of Technology

PSP-4, Sector 17, Rohini

New Delhi - 110089

16 – 10 - 23

Subject: Application for Medical Leave taken due to illness

Respected Sir/Ma'am,

I hope this letter finds you in good health. I am Sahil Chauhan a student of CSE-B, 2nd Year .My enrolment number is 08220802722.

Unfortunately, I was diagnosed from Jaundice few days back because of which I was not able to attend the classes from 3-10-23 to 15-10-23.

I kindly request your understanding and support during this challenging time. I am committed to ensuring that my absence will have minimal disruption to my academic progress. I am willing to make up for any missed assignments or any other pending work.

I have attached a copy of my medical certificate stating the same.

Thank you for your understanding and consideration. I am looking forward to your prompt response regarding the approval of my medical leave.

Yours Sincerely,

Sahil Chauhan

CSE-B, 2nd Year

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