9th Bhadra, 2079

To

HOD of Department of Electrical Engineering,

HOD of Department of Computer Engineering,

Ganesh Bhandari Sir.

Subject: To Apologize For Missing Basic Electrical Engineering Assessment.

Dear Sir,

I am Ashok Prasad Neupane (078BCT021), a sincere student of first year first part of BCT. I am writing to convey my deepest apology for not attending the Basic Electrical Engineering Assessment on 5th of Bhadra. It was not on purpose and definitely not on my best interest to be absent from college on assessment day.

I had gone to Kavre to meet my family for some family matter on Saturday, a day before the assessment. So, I was unknown about the matter. The CRs posted the notice of the assessment very late on 4th Bhadra. Thus, I could not make on time. I would put College and Assessment on higher priority than anything. I have attended all the other assessments and practical exams and have been able to score good scores so far.

I would appreciate it if you would consider my blunder and accept my sincere apologies and grant me an opportunity to take final exam. I have studied all the topics thoroughly and am ready to appear on exam.

I vow that I will never miss any Assessments and I also promise that I will make you proud by scoring very good marks in final exam.

Thank You.

Obediently yours,

Ashok Prasad Neupane,

Section: BCT AB

Roll no.: 078BCT021

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HOD of Department HOD of Department Ganesh Bhandari Sir

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