

29 September 2024

To,
The Executive Director
Daffodil International Professional Training Institute (DIPTI)
4/2, Daffodil Plaza, Sobhanbagh

Attention:

Riman Talukder
Co-Ordinator (NSDA-NHRDF Project)
Daffodil International Professional Training Institute (DIPTI)

Through:

Rajesh Kumar Das
Lead Trainer, NSDA-NHRDF Project
Daffodil International Professional Training Institute (DIPTI)

Md. Asaduzzaman
Asst. Trainer, NSDA-NHRDF Project
Daffodil International Professional Training Institute (DIPTI)

Subject: Application for Leave for Exam Purpose.

Dear Sir,

With respect, we are going to inform you that, we the students of the Web Application Development with Python Course under NSDA-NHRDF Project. We hope this message finds you well. We are writing to formally request leave from **01/10/2024 to 08/10/2024** to prepare for and attend our upcoming examinations. These exams are crucial for our academic progress.

We understand the importance of attending classes on DIPTI and fulfilling our responsibilities. However, this leave will allow us to focus on our academic studies. We assure that we will try our best in the next classes.

Thank you for considering our request. We look forward to your favorable response.

Sincerely,
Students of the WADP Level-04 Batch-04

SL No	Name	ID	Signature
01			
02			
03			