

Principal  
Dhaka Imperial College  
Dhaka

Subject: Leave of absence.

Sir,

With due respect I would like to inform you the fact that I could not appear in the Weekly/Monthly/Semester final/Year final examination/Pre-Test/Test as I was ill for about two weeks.

In view of the reason mentioned above, I hope you would be in sympathy with my case and exempt me from any fine for that.

Faithfully yours,

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(Name)

Class:

Section:

Roll:

.....

Prof. In-charge

(Academic)

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Guide Teacher

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Father / Guardian

Mobile: