



Date: _____

To
Head of the Department of _____
BUFT.

Subject: Request for Permission to attend in the Final Exam (Fall-2023).

Dear Sir / Madam,

I am (*students name*) _____ (*Roll no.*) _____ a student
of (*Programme:* _____ *batch:* _____) in this university. I regret to inform you that due to my low
class attendance in the under mentioned course/s, I am not allowed to write the final examination
of Fall-2023 semester:

	<u>Course Code</u>	<u>Course Title</u>	<u>Attendance</u>
a)	_____	_____	_____
b)	_____	_____	_____
c)	_____	_____	_____
d)	_____	_____	_____
e)	_____	_____	_____
f)	_____	_____	_____
g)	_____	_____	_____

I have shortage of attendance due to some (*put tick marks*) **health problems/ family problems/ personal problems**, however, I am very well prepared for this/these examinations.

I therefore pray and hope that you would be kind enough to understand my situation and give me the permission to attend in the final exam of the above mentioned subject/s. I am ready to accept all the required conditions to sit in the exam and giving you assurance that, from next semester I will maintain at least 75% attendance in all the courses and not come to you again with this issue.

Sincerely,

Name:
ID:
Programme:
Phone No.

HOD's Comments

Dean's Comments