

To,  
The Principal  
Aronai College  
Dimalgaon, Kokrajhar-783370

Dated, Kokrajhar the \_\_\_\_\_ December 2023

Sub: Application for seeking permission for examination form fill-up of UG 1<sup>st</sup> semester

Sir,

With reference to the subject cited above, I have the honour to state that due to some personal circumstances, I could not attend college regularly. That sir, I am writing to apologize for my irregular attendance in class. I understand that attendance is a crucial part of the learning process and I regret that I have missed out on some valuable information and discussions in class.

I want to assure you that I am committed to completing this course successfully and I am determined to do better and will make every effort to attend all of my classes going forward.

Therefore, I highly pray that your honour would be kind enough to grant me permission for exam form fill-up for which act of your kindness, I shall be grateful to you and oblige.

Yours faithfully,

Name:

Roll No.

Class:

.....  
*Allowed for UG 1<sup>st</sup> semester examination form fill-up 2023*

1. Signature of HOD with date

Department of .....

2. Signature of HOD with date

Department of .....

Principal  
Aronai College, Kokrajhar