

PERMISSION LETTER TO PRINCIPAL

From:

Gorge W. Kelvin, [Sender's Name]

7th Standard [Sender's Class]

Date: DD Month, YYYY

To,

The Principal,

Big Game School [Name of the Institute]

City Market, California, [Address of the Institute]

Subject: Request for permission to appear in the 4th Semester Examinations

Dear Sir,

My name is VBS and I am a student of the SY B.A. Course in your institute. I have been a regular student and also was in the top 10 of my batch in the first year. I am writing this letter to ask for your permission to appear in the upcoming 4th semester exams to be conducted in the month of June, as I do not have sufficient attendance in this semester to meet the eligibility criteria.

Kindly allow me to explain the situation. At the start of this semester I met with a major accident and was hospitalized for nearly 2 weeks with multiple surgeries. Even after that I was prescribed complete bed rest for the next 2.5 months. Thus, I was unable to attend any classes in the college throughout the semester. My medical certificates are attached with this letter to substantiate my claim.

I have received the permission from my doctor to appear for the exam and am keen to do so, so that I do not have a break in my academic career. I assure you that as soon as I am able to attend college again, you will find my attendance improving. Kindly consider my situation and make an exception to the eligibility criterion for this one time, so that I can appear for the exams.

Thank you so much for your time and understanding.

Best Regards,

[Signature of the Student]

Gorge W. Kelvin [Name of the Student]

