

Date 2018-08-13

To

Head

Sonargaon University

Subject:Permission for alternative weekend

Dear Sir/Madam,

With due respect,It is informed to you that I can't enjoy my weekend on Date 2018-08-12 Day Sunday due to Due to my personal problem purpose. That's why I want to enjoy my weekend on Date2018-08-16 Day Thursday I have no class on that date.

I humbly request you to approve my weekend

Regards

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