**TEMPLATE**

**REQUEST LETTER FOR SEEKING PERMISSION FOR EXAMINATION**

To,  
The Principal,  
\_\_\_\_\_\_\_\_\_\_ (Name of College),  
\_\_\_\_\_\_\_\_\_\_ (College Address)

Date: \_\_/\_\_/\_\_\_\_ (Date)

Subject: Seeking permission for examination

Respected Sir/Madam,

I am \_\_\_\_\_\_\_\_\_ (Name) and I study in \_\_\_\_\_\_\_\_ (Department) of your reputed college i.e., \_\_\_\_\_\_\_\_ (College Name) and my roll number is \_\_\_\_\_\_\_\_ (Roll Number). I regret to inform you about the \_\_\_\_\_\_ (mention your reason – attendance/any other)  due to the reason \_\_\_\_\_\_\_\_\_\_\_ (reason in detail) which resulted in a \_\_\_\_\_\_\_\_\_ attendance shortage/any other. I request you to kindly consider my request and allow me to give the examination.

I shall be highly thankful for your kind support.

Thanking you,  
\_\_\_\_\_\_\_\_\_\_\_ (Name)  
\_\_\_\_\_\_\_\_\_\_\_ (Roll Number)