

From

To

The Registrar

University of Calicut

Respected Sir /Madam,

This is to invite your kind notice to my application for condonation.

I am, Class
....., student of CAS Attappadi. I got an attendance shortage due to medical
reasons for days from to
I hereby admit that, this long leave is against the university rules and I request
your pardon.

Kindly consider this as an apology letter and do the needful for the
condonation. I will not repeat this again. Thanking you.

Yours faithfully,

Signature :

Name :

Class :