

Date: September 2026

To

The Head of the Department
Department of Electrical and Electronic Engineering
Bangladesh University of Engineering and Technology

Subject: Application for Consideration of Attendance

Sir,

I am Khalid Meheub (Student ID: 2106065), a student of the Department of Electrical and Electronic Engineering.

I would like to inform you that my father passed away on 17 August 2026. Due to this unfortunate family loss and the associated circumstances, I was unable to attend my scheduled classes and laboratory sessions from 17 August to 2 September 2026.

During this period, I was unable to attend the following courses and their respective classes/laboratory sessions:

1. EEE 401 - Artificial Intelligence and Machine Learning
2. EEE 415 - Microprocessor and Embedded Systems
3. EEE 417 - Random Signals and Processes
4. EEE 439 - Communication Systems II
5. EEE 447 - Introduction to Digital Image Processing
6. EEE 402 - Artificial Intelligence and Machine Learning Laboratory
7. EEE 416 - Microprocessor and Embedded Systems Laboratory

Therefore, I sincerely request you to kindly consider my absence during the mentioned period and grant me the necessary attendance consideration for the affected classes and laboratory sessions.

Sincerely,

Khalid Meheub
Student ID: 2106065

Phone: 01878037106