

The DG, NED Academy,
NED University of Engineering & Technology.

Subject: Request for 'I' Grade in (Course Name and Code)

Respected Sir:

I Mr./Ms. _____ s/o, d/o Mr. _____ student of PGD in
(complete PGD name), could not appear in (Course Name) examination held on (Date), at (Time),
due to (reasons 1, 2, 3..) evidence is enclosed.

Kindly consider my application for 'I' grade in the above stated module.

Obediently,

Signature: _____

Name: _____

Date: _____

Enclosure: (documentary proof)

****Note: "I" grade application will be accepted only within one month from the date of examination.***