To,

The Principal

Cachar College, Silchar

Assam

**(Through CTO, NCC Cachar College, Silchar)**

**Sub: Request to Appear in the** **Makeup Unit Test**

Sir,

With due respect, I would like to inform you that I was not able to appear in the recent unit test held on ……………. due to my participation in the National Cadet Corps (NCC) camp at ……………....The camp coincided with the exam schedule, which unfortunately prevented me from appearing for the following subjects:

1. ………
2. …
3. ……
4. …………

Therefore, I request you to allow me a chance to appear in the makeup test and for which act of your kindness I shall ever remain grateful to you.

Thanking you,

Yours sincerely

Roll No.:

Registration No.:

Mobile No.: