

To
The President

Karachi Institute of Economics and Technology

Subject: Application for reversion of 'R' Grade

Dear Sir,

With all due respect I would like to inform you that I, _____ Student
ID #.....is a student of:

CID _____ No of Abs _____ Penalty _____

CID _____ No of Abs _____ Penalty _____

CID _____ No of Abs _____ Penalty _____

CID _____ No of Abs _____ Penalty _____

It is to bring to your notice that my course was dropped due to more than 6
absences. I would therefore request you to consider my case and revert my course.

Student Signature: _____

For Academic Office Use

- Academic Officer: _____ Date: _____
- Program Manager: _____ Date: _____
- Manager Student Affairs: _____ Date: _____
- Accounts Department: _____ Date: _____
- Action taken by R&E Department: _____ Date: _____