



MAPÚA
UNIVERSITY

EXCUSE SLIP

SAMPLE AS GUIDE

March 08, 2023

Dear Sir/Madam,

The ME148F-2 Section E02, Field Trip class will be having their plant visit to MIRDC AMCent. This is part of the course requirement to expose our students to industrial setup. Unfortunately, M [redacted] Cent only allows the students to visit their site on Thursday, March 16, 2023.

ME148F-2/E02 List of Students		

In this regard, we request the following field trip students be excused from their class due to conflict with the schedule of visit. Please check if you have student/s in this class section.

Hoping you can give a chance to the affected student/s for makeup class activities.

Thank you very much.

Respectfully,

[redacted]
Go [redacted]
Class Leader, ME148F-2/E02

[redacted]
A [redacted]
Treasurer, ME148F-2/E02

[redacted]
John [redacted]
Secretary, ME148F-2/E02

[redacted]
Engr. [redacted]
Program Chair
Field Trip Class Adviser
School of Mechanical and Manufacturing Engineering (SMME)
03/08/2023