**TO WHOM IT MAY CONCERN**

We would like to inform you that the student………………………………………………. holding ID number ……………. did not attend the lecture of (course name & code) …………………………………………………….

On(day)……………………………. (date)………………………… at(time)……………………….

To sit for the online exam of (course) …………………………………………

**Head of the E-learning Committee at CCIS**

**Signature:**