



Request for Granting Permission for Late Submission of Exam Form

Date: -/.... /2025

To

The Principal

Apex College, Makrana

Dist. Didwana Kuchaman (Raj.) – 341505

Subject: Request for Granting Permission to Submit my Examination Form.

Respected Sir,

I,, son/daughter of, a student of Apex College, Makrana, respectfully request permission to submit my Examination Form for the academic session after the due date.

I fully understand and accept that due to the late submission of my examination form, any penalty imposed by the university as per its norms will be paid by me. Furthermore, I declare that if my examination result is withheld by the university, I shall take responsibility for getting it released by submitting the required form and fees directly to the university.

I humbly request you to kindly grant me permission for late submission so that I may be able to appear in the forthcoming examination.

Thanking you,

Yours faithfully,

Enclosed:-

1. Exam Form No.....
2. Self-attested previous qualify exam result copy