

...../...../201..

**R.T**  
**KARABÜK UNIVERSITY RECTORATE**  
**DIRECTORATE OF FOREIGN LANGUAGES**

I am a student of Karabük University, Faculty of ..... and ..... Department with ..... student ID number.

I am studying at English Preparatory School at ..... class. In OBS automation system, I have been written absent on the date and time stated in the following table although I have been in the course. I want the necessary corrections to be made.

Yours Sincerely,

**Name Surname**  
**Signature**

ID no : .....

Class :

Address: .....

.....

.....

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Mobile Phone : .....

E-mail : .....

<b>Date</b>	<b>Absence of hours written in OBS automation</b>	<b>Instructor's Name</b>