



B.E. International Program

Faculty of Economics, Thammasat University



To B.E. Manager

I, (name)....., an instructor for the course
request a cancellation(s) of a class on

1.(time).....
 (dd/mm/yy)

2.(time).....
 (dd/mm/yy)

due to.....,

and would like to request a make up class on

1.(time).....
 (dd/mm/yy)

2.(time).....
 (dd/mm/yy)

If the proposed date and time is not possible, the B.E. Program may reschedule the
 make up class, where appropriate.

Regards,

.....

(Signature)

.....

(Date)

For office:

Make up class: Date and Time

1.....(time).....

2.....(time).....

Program Secretary

Manager's decision

.....

(Signature)

(Date)