To,

Imran Ali   
 Regional Co-Ordinator Sindh

Subject: Re: Explanation Letter for Late Submission of Data.

This is with reference letter to explanation served to me for late submission of data. I would like to clarify that due to extra burden and field work I forget to submit my data and this is first time since my joining that I have submit any requirement late.

I am apologizing for not submitting my data before dead line and assuring through this response letter that in future I will try my best to avoid such type of things.

Regards

Tariq Ahmed

UCPO-UC Mungrani