*ICA1718\_Abs01*

*Ref. no.: \_\_\_*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ *(dd/mm/yy)*

Dear ICA Council Honorary Secretary,

**RE: \*Absence from / Late Arrival in / Early Departure from the Council Meeting**

I am writing to inform you that I will

☐ be absent from the \_\_ Council Meeting

☐ late arrive in the \_\_ Council Meeting at \_\_:\_\_ *(Expected time)* on \_\_/\_\_/\_\_ *(Date)*

☐ early depart from the \_\_ Council Meeting at \_\_:\_\_ *(Expected time)* on \_\_/\_\_/\_\_ *(Date)*

( as appropriate)

because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Please specify your reason)*.

Thank you for your kind attention and sorry for any inconvenience caused.

Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Signature)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Name in BLOCK letter)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Post)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, HKUSU *(Name of Independent Club)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Official chop of Independent Club)*

\* Circle / Delete as appropriate