

Dated:

From :

Name of the Student :

Roll No. :

Branch & Semester :

To

The Dean (Academic)

NIT, Trichy

(Through Proper Channel)

Sir,

Sub: Attending Mandatory Classes – Regarding

I had secured only _____ % attendance in the _____
(Subject Code & Name) in the _____ Semester. Now I have attended _____ No. of
Classes in order to compensate 75% attendance requirement. I kindly request you to
permit me to attend the _____ (Choose either End Semester
along with regular batch or Formative Assessment).

Yours sincerely,

(Signature of the Student)

Recommended by

(Faculty Member)

HOD