VIGNANA BHARATHI INSTITUTE OF TECHNOLOGY,

AUSHAPUR, GHATKESAR,

R.R. DISTRICT.

To,

The Head of Department,

Department of Information Technology,

Vignana Bharathi Institute of Technology

Aushapur, Ghatkesar.

**Date**: 2020-06-17

**Subject:** attendance kavali

Sir,

I am poojitha, student from Second year C section, Department of Information Technology with the roll number 18P61A05H9. I would like to bring to your attention that as i am not feeling well, I will not be able to attend the 5th period.

Therefore, I kindly request you to grant me attendance.

Thanking you in anticipation.

Sincerely,

poojitha

18P61A05H9

yasaswiraj poojitha

(Department of Information Technology) (CSE)