VIGNANA BHARATHI INSTITUTE OF TECHNOLOGY,

AUSHAPUR, GHATKESAR,

R.R. DISTRICT.

To,

The Head of Department,

{department},

Vignana Bharathi Institute of Technology

Aushapur, Ghatkesar.

**Date**: {date}

**Subject:** {subject}

{respects},

I am {your\_name}, student from {year} year {section} section, {department} department with the roll number {roll\_no}. I would like to bring to your attention that due to {reason}, I have not been attending classes for the following days, {start\_date} to {end\_date}.

Therefore, I kindly request you to give me more time to complete all my pending college works. I assure you to be more productive.

Thanking you in anticipation.

Sincerely,

{your\_name}

{roll\_no}

{hod\_name} {faculty\_name}

{department} {faculty}