

To,
The Head of Department,
Computer Engineering,
Parul University

Subject: Request for Attendance Consideration and Generation of Examination Form

Respected Sir/Madam,

I, Aryan Patel, am a student of Diploma in Computer Engineering at Parul University, bearing Enrollment No. 2403396160098.

I wish to formally submit that my attendance has been adversely affected due to my active involvement in official University orientation programs and college events, where I was entrusted with coordination responsibilities. These duties were assigned to me as part of institutional activities and were carried out in good faith, representing the University.

In view of the above, my absence from regular classes was not due to negligence or indiscipline but was directly linked to responsibilities undertaken for the University itself. It would therefore be unjust for me to face academic penalties, including the non-generation of my examination form, for fulfilling duties that contributed to the institution.

I respectfully request that my case be considered on merit, and that my examination form be generated without penalty. I further assure the department that I shall take all necessary measures to compensate for the academic loss and maintain required attendance henceforth.

I trust in your fairness and kind consideration of this matter.

Sincerely,

Aryan Patel
Diploma in Computer Engineering
Enrollment No. 2403396160098