



Technical Secretary,  
Sardar Patel Institute of Technology,  
Andheri (West)

Date: \_\_\_\_\_

To,  
The HOD,  
\_\_\_\_\_ Department,  
Sardar Patel Institute of Technology,  
Andheri (West)

Name of the Applicant : \_\_\_\_\_  
UID : \_\_\_\_\_  
Year and Branch : \_\_\_\_\_

Subject: Request to Grant Attendance

Sir/Ma'am,

The mentioned applicant has participated and represented our College in the Event  
\_\_\_\_\_ conducted at  
\_\_\_\_\_ on the dates  
\_\_\_\_\_ and could not attend lectures during these days. The information  
regarding the event and the applicant's participation has been verified and I request you to grant  
attendance to the applicant for the same.

Thanking you,

Yours faithfully,

Technical Secretary

Dr Rita Das  
Dean of Student Affairs

Muskan Sahu  
General Secretary

Shreya Oak  
Technical Secretary



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