

To,  
The Class Coordinator  
Graphic Era Hill University  
Sattal Road,Bhimtal,Uttarakhand 263156

Date:-2023-01-24

Subject : Request for attendance

Respected Sir/Madam,

With due respect, my name is Ayush Arya ,studying in  
department BTech CSE , holding the ,student id 210111558,  
from batch 2021-2025 With humble request I want to state that  
I was participated in NSS events With the ongoing  
preparations, I missed lecture and I am going short on  
attendance.Moreover, I bear the responsibility of \_\_\_\_\_  
I request you to kindly allow me the attendance for the  
missed lectures.

List of events are given below

Name of the Event

Date

Verified By,

Ayush/Anjali,	Rajendra Singh Bisht	Dr.Sandeep Kumar Budhani
Student Volunteer Head	Asst. Program Officer,	Program Officer,
NSS GEHU,Bhimtal Campus	NSS GEHU,Bhimtal Campus	NSS GEHU,Bhimtal Campus