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13/11/2023

**To**  
Jitali Patel  
CSE Department  
Nirma University

**Subject: Apology for Irregular Reporting of Minor Project Work**

Respected Ma’am,

We are writing to sincerely apologize for our irregularity in reporting progress on our minor project work, particularly after Review 2. We understand that providing consistent updates is essential for tracking the project's development and aligning it with the expected objectives.

The recent placement season has brought a unique set of challenges, creating considerable pressure due to the extensive preparation and multiple recruitment rounds. Additionally, there were several occasions where, despite our attempts to meet with our mentor, circumstances such as health issues and pressing work in other subjects prevented us from doing so.

While these factors contributed to the delay, we fully acknowledge that no reason can completely excuse our lapse in communication. We regret any inconvenience our lack of updates may have caused and want to assure you that we have continued making progress on our project during this time.

We are eager to present the advancements we've made and respectfully request the opportunity to give a final review with our mentor. Moving forward, we are fully committed to meeting expectations and maintaining clear communication regarding our project.

Thank you for your understanding, and please accept our sincere apologies. We truly value your guidance and look forward to reflecting our efforts and progress in the upcoming review.

Yours faithfully,  
Dhruvil Rana  
Jatin Varyani