

UNDERTAKING BY THE STUDENT FOR LOW ATTENDANCE

Subject: Undertaking for Low Attendance Due to Medical Reasons

Respected Sir/Madam,

I, _____, a student of **BETECH(ECE)**, in

____ YEAR/____ SEMESTER, am writing to acknowledge my low attendance during the current academic term formally.

Due to a medical condition _____, I was unable to attend class regularly. I have received medical treatment _____ and I have worked on maintaining my academic commitments to the best of my ability. I am attaching the necessary medical documentation for your reference.

I understand the importance of attendance and I completed all missed assignments, exams, and other course requirements. And I assure you henceforth in upcoming semester I will attend class regularly. I allowing me to claim medical leave and make up my attendance. So I can appear for end semester examination.

Thank you for your consideration and understanding.

DATE: