To   
 Chairperson,  
 Department of Computer Science and Engineering,  
 UET Lahore.  
 Subject: Request for the attendance of students in management of convocation on 19th November 2019

Respected Mam,  
 It is stated that students who are working in management of convocation are unwilling to take classes today but they have some problems in attendance.

It is therefore requested to mark their attendance for all the classes today.

Regards,  
President SAC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_