

To

Dr. Monit Kapoor

Dean Academics

Chitkara University

Rajpura, Punjab

Subject: Request for Attendance Consideration for Cyber Security Project

Respected Sir,

I am writing this to formally seek your approval regarding my attendance requirement for the duration of the project I would be undertaking. This project would be under the guidance of Pro Vice Chancellor Sir. The project is expected to last for a period of nearly 8 to 12 weeks. I would be grateful if you could provide approval for this request.

Thank you for your time and consideration.

Sincerely,

Hardik Garg

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