Subject: Urgent: Attendance Concern

Dear KAVAR HENSI BHARATBHAI,

I hope this email finds you well.

I am writing to bring to your attention a matter of concern regarding your attendance. Our records indicate that your attendance for this semester has fallen 45. Regular attendance is crucial for your academic success and is also a requirement as per the college's guidelines.

We understand that there may be various reasons for your absence, and we would like to offer our support. If you are facing any difficulties, whether personal, health-related, or academic, please do not hesitate to reach out. We are here to help you navigate any challenges you might be experiencing.

To discuss this matter further and to find a way forward, I request you to meet with me at your earliest convenience. Kindly respond to this email with your availability so that we can schedule a meeting.

Your cooperation in this matter is essential, and we are committed to supporting you to improve your attendance and ensure your academic progress.

Thank you for your attention to this matter.

Best regards,

krish  
HOD  
DARSHAN UNIVERSITY  
1234567899

Subject: Urgent: Attendance Concern

Dear KANANI GOPI ROHITBHAI,

I hope this email finds you well.

I am writing to bring to your attention a matter of concern regarding your attendance. Our records indicate that your attendance for this semester has fallen 30. Regular attendance is crucial for your academic success and is also a requirement as per the college's guidelines.

We understand that there may be various reasons for your absence, and we would like to offer our support. If you are facing any difficulties, whether personal, health-related, or academic, please do not hesitate to reach out. We are here to help you navigate any challenges you might be experiencing.

To discuss this matter further and to find a way forward, I request you to meet with me at your earliest convenience. Kindly respond to this email with your availability so that we can schedule a meeting.

Your cooperation in this matter is essential, and we are committed to supporting you to improve your attendance and ensure your academic progress.

Thank you for your attention to this matter.

Best regards,

krish  
HOD  
DARSHAN UNIVERSITY  
1234567899

Subject: Urgent: Attendance Concern

Dear TRIVEDI RUTUL KASHYAPBHAI,

I hope this email finds you well.

I am writing to bring to your attention a matter of concern regarding your attendance. Our records indicate that your attendance for this semester has fallen 45. Regular attendance is crucial for your academic success and is also a requirement as per the college's guidelines.

We understand that there may be various reasons for your absence, and we would like to offer our support. If you are facing any difficulties, whether personal, health-related, or academic, please do not hesitate to reach out. We are here to help you navigate any challenges you might be experiencing.

To discuss this matter further and to find a way forward, I request you to meet with me at your earliest convenience. Kindly respond to this email with your availability so that we can schedule a meeting.

Your cooperation in this matter is essential, and we are committed to supporting you to improve your attendance and ensure your academic progress.

Thank you for your attention to this matter.

Best regards,

krish  
HOD  
DARSHAN UNIVERSITY  
1234567899

Subject: Urgent: Attendance Concern

Dear PARMAR PINAL ALPESHKUMAR,

I hope this email finds you well.

I am writing to bring to your attention a matter of concern regarding your attendance. Our records indicate that your attendance for this semester has fallen 48. Regular attendance is crucial for your academic success and is also a requirement as per the college's guidelines.

We understand that there may be various reasons for your absence, and we would like to offer our support. If you are facing any difficulties, whether personal, health-related, or academic, please do not hesitate to reach out. We are here to help you navigate any challenges you might be experiencing.

To discuss this matter further and to find a way forward, I request you to meet with me at your earliest convenience. Kindly respond to this email with your availability so that we can schedule a meeting.

Your cooperation in this matter is essential, and we are committed to supporting you to improve your attendance and ensure your academic progress.

Thank you for your attention to this matter.

Best regards,

krish  
HOD  
DARSHAN UNIVERSITY  
1234567899