

To,
The Head of Department (HOD),
Computer Science Engineering,
Government College of Engineering Kalahandi,
Bhawanipatna

Subject: Request for Condonation of Attendance Due to Summer Internship

Respected Sir,

I hope this letter finds you well. I am **Krishidev Ghosh**, a student of Final Year(7th Semester) in Computer Science & Engineering. I am writing to formally bring to your notice that I was engaged in a **two-month summer internship** at STPI , Bhubaneswar.

Due to the overlapping of my internship with the commencement of classes on **July 10, 2024**, I was unable to attend college for nearly **25 days**. However, I ensured that I caught up with the syllabus through self-study and peer support. This internship was a crucial learning opportunity that enhanced my practical knowledge in IT field, aligning with my academic goals.

I sincerely apologize for my absence and kindly request you to **condone my attendance shortage** for the mentioned period. I assure you that I will compensate for the missed lectures by putting in extra effort and consulting professors whenever necessary. I am sharing my soft copy of completion certificate for this aforesaid internship.

I would be extremely grateful for your understanding and support in this matter.

Thank you for your time and consideration.

Yours sincerely,

KRISHIDEV GHOSH, 4th year
Registration No. : 2201110033