«Father\_Name»

«Address»

«City»

[Phone Number]

10th july,2024

Dear Mr. «Father\_Name»,

Subject: Concern Regarding Attendance of «Name», Roll Number «Rno»

I hope this letter finds you well. I am writing to bring to your attention a matter concerning the attendance of your son, «Name», who is currently enrolled in «Dept» at Darshan University, in «Semester» semester.

«Name» have attendance «Attendance» % .

Thank you

Yours sincerely,

**Bhut Om**

### Darshan University