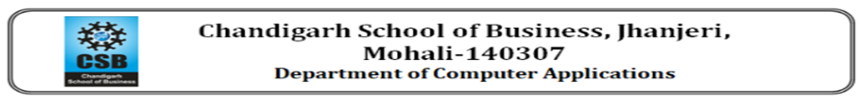
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**To**

**The Director**

**Computer Application Department**

**CGC Jhanjeri**

**Subject : For the exemption of short attendance fine.**

**Dear Sir/Madam**

**I Rajeshwar Singh am a student of MCA 3 semester with roll number 2342137. My attendance is 70 ℅ because I was having some health issues. For next working days I ensure you that I will be regular in all classes and will maintain my attendance. If I will be unable to do that the department is free to take action on me. Kindly exempt my fine, I shall be thankful to you.**

**Thanks and Regards AC HOD Director**

**Name: Rajeshwar Singh**

**Class: MCA 3 SEM**

**Roll no: 2342137**