

To,

The Head of Department/Tutor Guardian's

SISTec Gandhi Nagar,

Bhopal, Madhya Pradesh-462036

Subject: Request for Attendance during Inter-College Badminton Tournament

Respected Sir/Ma'am,

I am writing to request your assistance regarding our attendance during the recent **Inter-College Badminton Tournament-25** held on **May 2<sup>nd</sup>, 2024 to May 4<sup>th</sup>, 2025**.

As a dedicated member of our college badminton team, I, along with my teammates, actively participated in this prestigious tournament representing our institution. The tournament provided us with an invaluable opportunity to showcase our skills, compete with talented players from other colleges, and uphold the honour of our alma mater.

During the tournament period, our rigorous training schedule and match commitments required us to be fully engaged and organized, leaving us with limited time to attend regular classes and fulfil academic obligations. Therefore, I kindly request your support in providing us with attendance from **April 24<sup>th</sup>, 2024 to May 2<sup>nd</sup>, 2025** we were actively involved in the tournament.

I assure you that despite our absence from the classroom, we remained committed to maintaining our academic progress by diligently studying course materials, completing assignments, and seeking guidance from our professors whenever necessary.

**Name of Students:**

- Shivam Kesharwani(0187CS221184)

I sincerely hope for your understanding and favourable consideration of our request. Your support in this matter will greatly alleviate any concerns regarding our attendance records and allow us to continue pursuing excellence both on the sports field and in our academic pursuits.

Looking forward to your positive response.

Yours sincerely,

Anurag Kumar

Event Co-ordinator

9798544538

Sports Officer  
Mr. Neelesh Mishra

Respective TG's  
(TUTOR GUARDIAN'S)