



**SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES,**  
**(Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu)**  
**CHITTOOR-517127, A.P.**

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Dated: 2025-04-17

From  
HOD CSE,  
SITAMS COLLEGE

To  
Parvati  
48/15, Annapurna Complex, Tirupati, Andhra Pradesh – 517522

**SUBJECT: - ATTENDANCE REPORT - Pooja (Roll Number: 22751A0557)**

Dear Parvati,

We are writing to inform you of Pooja's current attendance status. As of 2025-04-17, Pooja has 68% attendance which is less than the acceptable criteria 75%.

Regular college attendance is crucial for your child's academic success. If their attendance remains low, we may need to discuss ways to improve it.

Thank you for your attention to this important matter.

Sincerely,  
HOD CSE  
SITAMS COLLEGE