



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

Dated: 2025-04-17

From
HOD CSE,
SITAMS COLLEGE

To
Kamalini
34/2, Subhadrakali Street, Kakinada, Andhra Pradesh – 533006

SUBJECT: - ATTENDANCE REPORT - Simran (Roll Number: 22751A0556)

Dear Kamalini,

We are writing to inform you of Simran's current attendance status. As of 2025-04-17, Simran has 72% 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