



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
Indrajeet
29/1, Chandan Street, Rajahmundry, Andhra Pradesh – 533103

SUBJECT: - ATTENDANCE REPORT - Rahul (Roll Number: 22751A0559)

Dear Indrajeet,

We are writing to inform you of Rahul's current attendance status. As of 2025-04-17, Rahul has 15% 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