

Dated: 2025-04-17

From

HOD CSE,

SITAMS COLLEGE

To

Prabhavati

67/5, Mahatma Gandhi Road, Rajahmundry, Andhra Pradesh – 533201

**SUBJECT**: - **ATTENDANCE REPORT - Aarav (Roll Number: 22751A0554)**

Dear Prabhavati,

We are writing to inform you of Aarav’s current attendance status. As of 2025-04-17, Aarav has 20% attendance which is less 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