

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 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