

Dated: {CURRENT\_DATE}

From

HOD {BRANCH},

SITAMS COLLEGE

To

{PARENT\_NAME}

{ADDRESS}

**SUBJECT**: - **CONDONATION - {STUDENT\_NAME} (Roll Number: {ROLL\_NUMBER})**

Dear {PARENT\_NAME},

I hope this letter finds you well. I am writing to inform you about the attendance record of your child, {STUDENT\_NAME}, who is currently enrolled in the {BRANCH} department has {ATTENDANCE}% attendance.

* {STUDENT\_NAME} has not met the required 75% attendance for exam eligibility. However, condonation is available for genuine reasons.
* To proceed, a ₹1500 fee must be paid, and relevant medical documents submitted if applicable.
* Additionally, parents must meet with the HOD, principal, and mentor. Please complete these requirements promptly to avoid delays in exam eligibility.

If you have any questions or require assistance with the process, please feel free to contact me.

Thank you for your attention to this matter, and we look forward to your cooperation.

Sincerely,  
HOD {BRANCH}  
SITAMS COLLEGE