

To,  
Principal,  
S.P.I.T.,  
Bhavans Campus,  
Andheri West

Date: September 21, 2023

Respected Principal Sir,

I, Vineet Parmar, am a Third-Year student in the Computer Engineering Department. I am writing this letter to bring your attention that my marks in HSS – II course have not been entered by the examination department, resulting in them declaring me as unsuccessful for this term.

The correct marks for my performance in this course are 57 as opposed to the blank as entered by the department.

I have attached the printout of the certificate with this letter.

I kindly request that you look into this matter and take the necessary steps to rectify the marks for the course in question.

Thank you for your time and consideration.

Vineet Parmar  
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