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To,

Date 13/9/25

The Training & Placement Officer

Parul University Vadodara (Guj)

Subject: Request to Reactivate POD Account

Respected [Sir/Madam],

I hope this message finds you well. I am Dinesh Tak, a student of Computer Science and Engineering/4th year. My POD account has been placed on hold due to my absence during the placement drive held on 5/09/25.

I sincerely regret being unable to attend, as I was under medical treatment for kidney stones during that period. I have the necessary medical documents to support my absence.

I kindly request you to consider my situation and reactivate my POD account so that I may continue to take part in the upcoming placement opportunities. I assure you of my full commitment and participation in future drives.

Thank you very much for your understanding and support.

Yours faithfully,

Name Dinesh Tak

Enroll. 2203051050175

Contact no. 9549772017