# LAB-5

**To,**  
{FirstName} {LastName}  
{City}, {State}, {PinCode}  
{EmailAddress}

**Dear {FirstName},**

This is a reminder that bunking classes at Darshan College is not encouraged. We noticed your absence from recent sessions held at {Location} on {Date}. Please ensure regular attendance to maintain your academic progress.

**Sincerely,**  
{YourName}  
Faculty, Darshan College