

To

The Director,

Moradabad Institute of Technology

Subject: Application for Attendance and cancel fine of late registration

Sir,

I beg to state that I am studying in final year student Moradabad Institute of Technology. Between the time of 3rd and 4th year I go to NDIM, Delhi for internship from July 9, 2018 to August 14, 2018. The NOC is also issued by training and Placement Department. I submit internship certificate of NDIM within next 15 days.

Please give me attendance of college working days and cancel the extra charge of late registration.

Your most obediently,

Krishna Kumar singh

B-3 (4th year)

1508210062