«Father\_Name»  
«Address»  
«City»

Thursday, 11 July 2024

Dear «Name»,«Rno»,

Subject: Attendance Notification

I hope this message finds you well. As part of our commitment to your academic success, we would like to bring to your attention an important matter regarding your attendance in «Dept»[currently «Semester»].

According to our records, your attendance percentage currently stands at 50%. Regular attendance is crucial for your progress and success in «Semester»and consistent attendance is expected to ensure you receive the maximum benefit from your education.

Please note that maintaining a higher attendance rate significantly enhances your learning experience and academic achievements. If you are facing any challenges that are affecting your attendance, please do not hesitate to reach out to me or Darshan University Admin Office for support and guidance.

We value your commitment to your education and want to ensure that you have every opportunity to excel. Please take the necessary steps to improve your attendance going forward

Darshan University