VIGNANA BHARATHI INSTITUTE OF TECHNOLOGY,

AUSHAPUR, GHATKESAR,

R.R. DISTRICT.

To,

The Head of Department,

{department},

Vignana Bharathi Institute of Technology

Aushapur, Ghatkesar.

**Date**: {date}

**Subject:** {subject}

{respects},

I am {your\_name}, student from {year} year {section} section, {department} with the roll number {roll\_no}. I would like to bring to your attention that {reason} and I have not submitted my record.

Therefore, I kindly request you to forgive me and allow me to write my lab {exam} examination.

Thanking you in anticipation.

Sincerely,

{your\_name}

{roll\_no}

{hod\_name} {faculty\_name}

({department}) ({faculty})