VIGNANA BHARATHI INSTITUTE OF TECHNOLOGY,

AUSHAPUR, GHATKESAR,

R.R. DISTRICT.

To,

The {designation},

{department},

Vignana Bharathi Institute of Technology

Aushapur, Ghatkesar

**Date**: {date}

**Subject:** {subject}

{respects},

We, the Team {team\_name}, with reference to the above subject would like to conduct a meet to discuss the Plan of Action regarding the further activities i.e, {event\_name} on {fromdate} from {start\_hour}:{start\_min} {start\_meridian} to {end\_hour}:{end\_min} {end\_meridian} in {hall\_name}.

Kindly accept our request and provide attendance for the students mentioned below.

{letter\_body}

We look forward to your consent and approval.

Thanking you in anticipation.

Regards,

Team {team\_name}

VIGNANA BHARATHI INSTITUTE OF TECHNOLOGY,

AUSHAPUR, GHATKESAR,

R.R. DISTRICT.

**ATTENDANCE LIST**

|  |  |
| --- | --- |
| **Student Name** | **Roll No** |
| {#studentdetails}{Name} | {Roll}{/studentdetails} |