The Head of Department

Computer Science

JSS Academy of Technical Education

Sec-62

Noida-201301

February 16, 2015

Dear mam

**SUBJECT: Request for attendance**

This is to bring in your notice that we, Abhay Rawat (II year) and Abhyudai (II year) went to Delhi College of Engineering to represent our college in the annual technical fest. We participated in event Bits and Bytes which were conducted on 14-Feb-2015 at 9.00 am.

As we missed our regular classes, we kindly request you to grant us attendance for the day.

Thanking you

Yours Faithfully

Abhay Rawat (1309110002)

CS (2nd year)

Abhyudai (1309110007)

CS (2nd year)