To,

The Head of Department,

Computer Science and Engineering – AI,

Vishwakarma Institute of Information Technology, Pune

Subject: Request for Attendance Consideration for Vishwapreneur '25 Contributions

Respected Sir/Madam,

I, Prachi Shende (Roll No: 281034, PRN: 22310945, Div: A), a student of CSE (AI), humbly request your kind consideration regarding attendance for the months of January and February 2025.

I served as the Associate Finance Lead Manager and Associate Sales Head for Vishwapreneur '25, VIIT’s flagship E-Summit. My responsibilities included:

1.Bringing the Sponsors and Deals

2.Coordinating with corporate partners and sponsors

3.Leading sales campaigns and outreach

4.Assisting in event planning and team coordination

Due to the nature and demands of the role, I had to dedicate substantial time outside and during college hours, which unfortunately led to missing a few lectures.

I kindly request you to consider granting attendance for the missed sessions during this period, as my contributions were directed towards a prestigious institutional initiative that aligns with our academic and professional development.

Thank you for your support and understanding.

Yours sincerely,

Prachi Shende

Roll No: 281034

PRN: 22310945

Div: A

CSE AI, VIIT