

Date: 06-01-2021

To,
Rutvik kachhadiya
b/12 sungold palace india colony bapunagar ahmedabad
Ahmedabad,
gujarat
Dear Parents.

**Subject:**Regarding less attendance in education

Sir/Madam,

Your ward 19bece54051 Enr no.19bece54051 is studying at our institue in sem 3 in B.E.computer Engineering and the academic semester has already commenced, but, his attendance in the whole semester is not suffcient. With this letter, it is brought to your notice that if his irregularity remains the same, We may be forced to take appropriate steps, regarding allowing his in final examination as per university norms. you are informed personally contact the undersigned mentor, within 7 working days from the receipt of the letter. with best wishes and bright future of your ward.

Thank you.

Prof. kaushal jani Email:kaushaljani@vsitr.ac.in M:7043734950 Class Councilar,Mentor.