**Invitation Letter for PTM**

Hindu Institute of Management,

Sonipat

Date: January 25, 2021

Dear Mr. **«Fathers\_Name»**,

Thank you for all your cooperation, acknowledgement and patience. On behalf of HIM a parent’s teacher meeting is going to be held on February 6, 2021. This is a Sessional Parents Teacher Conference.

Marks of your ward are as:

Student Name: **«Student\_Name»**

|  |  |
| --- | --- |
| **Subject Name** | **Marks** |
| Computer Fundamental | «BCA103C» |
| Programming in C | «BCA103C» |
| Communication Skills | «HUM111C» |
| Mathematics | «Maths111C» |

I (Dr. Shivani) H.O.D of Hindu Institute of Management, whole-heartedly invite you to attend Parents Teacher Conference. The presence of both mother and father is adviced.

Regards,

Dr. Shivani (H.O.D)