

The Head of Department,  
Computer Science,  
Graphic Era University,  
Dehradun

Date: \_\_/\_\_/\_\_

Subject: Reason for low attendance.

Respected Sir/Ma'am,

This is to inform you that I, \_\_\_\_\_, of course \_\_\_\_\_, semester \_\_\_\_\_ have been missing out on my classes on a regular basis. The reason for this indiscipline is that \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

You may confirm my reason by contacting my guardians/parents from the information provided below.

Phone Number 1: \_\_\_\_\_

Phone Number 2: \_\_\_\_\_

I hope that I will be pardoned for this.

Thanking you

Yours Sincerely

\_\_\_\_\_