

Principal
Dhaka Imperial College
Dhaka

Subject: Attendance.

Sir,

I would like to draw your kind attention to the fact that I was present as usual in the college on..... of this/last month but due to unknown reason I have been shown absent in the office record book.

I, therefore, pray and hope that you would take necessary steps to amend the record and exempt me from any fine for that.

Faithfully yours,

..... (Name) Prof. In-charge (Academic) Guide Teacher Father / Guardian
Class:			Mobile:
Section:			
Roll:			