

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[University/College Name]
[Department Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Attendance for BTech Program

I hope this letter finds you well. I am writing to discuss the attendance records for my BTech program for the [specify semester/year]. Due to [briefly explain reason for absence, e.g., health issues, personal circumstances], I have been unable to maintain regular attendance.

I understand the importance of attendance in our curriculum and am committed to making up for any missed classes and assignments. I would appreciate your guidance on how I can address my attendance record and ensure I am still able to succeed in the program.

Thank you for your understanding and support. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]