

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[School/Institution Name]
[Address]
[City, State, Zip Code]

Subject: Attendance Issue for SSC Examinations

Dear [Principal's/Headmaster's Name],

I hope this letter finds you well. I am writing to bring to your attention an issue regarding my attendance record for the SSC examinations.

My name is [Your Name], and I am a student in [Your Grade/Class] at [School Name]. My roll number is [Your Roll Number].

Due to [briefly explain the reason for the attendance issue: e.g., illness, personal circumstances, etc.], I was unable to attend [specify the dates or the duration].

I kindly request your consideration in resolving this attendance matter, as it has affected my eligibility for the upcoming examinations. I am willing to provide any necessary documentation to support my case. Thank you for your attention to this matter. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]