

**FORMAT-A**

Place:

Date

From

To

The HOD,  
Department of.....  
Gojan School of Business and Technology,  
Redhills, Chennai - 600 052.

Through: The Class Coordinator

Sir/Madam,

I come to know that my ward has not attended the college from \_\_\_\_\_ to \_\_\_\_\_ without permission.

The Medical Certificate & Fitness Certificate is Attached / Not Attached. Further, I have suitably advised my ward in this regard. He / She will be regular in attending the classes in future. I will ensure the same by contacting the Class Coordinator.

Thanking You,

Yours faithfully,

Signature : ..... Signature : .....

Name of the Student:..... Name of the Parent :.....