From

To

The HOD
Department of…………………………..
SRM Valliammai Engineering College
SRM Nagar, Katankulathur-603203.

Sir/Madam,

1. I, ……………………………… parent of ……………………………………………………………… studying in ………… semester of ………………… Department, am aware of the attendance percentage and academic performance of my ward as on …………, which is …………. . As per the norms of the Anna University, Chennai it is known to me that a minimum of 75% of attendance is mandatory for the completion of his semester, failing which; my ward may not be eligible to appear for the University Exams as per the Anna University rules and regulations.

2. I, ……………………………… son of ………………………………………………………………. studying in ………… semester of ………………… Department, am aware that my attendance percentage and academic performance as on ……………………, which is …………. . As per the norms of the Anna University, Chennai it is known to me that a minimum of 75% of attendance is mandatory for the completion of the semester, failing which; I may not be eligible to appear for the University Exams as per the Anna University rules and regulations.

Thanking you,

Yours faithfully,

Signature : ………………………… Signature : ……………………………

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