

College of Engineering Perumon

Leave Letter

To
Principal

Name of Student:

Roll No.:

Univ. Register No.

Branch:

Semester:

My attendance percentage for the following Course(s) is/are less than 75% but more than 60%. To enable me to write the End semester University Examination, I kindly request you to relax the minimum attendance requirement for this semester. I hereby attach the required Medical Certificate /

No	Course Code	Name of Course	Attendance %	Faculty handling the subject	Signature of faculty

Date:

Name and Signature of the Student

Class Tutor:

HOD:

PRINCIPAL