

Date: _____

To
The Chairman
Appeal Committee
Semester _____ Programme _____
Institute of Law, Nirma University

Sub: Application for consideration of condoning shortfall of attendance

Sir,

I, _____ (Name), bearing Roll No. _____ studying in Semester
____ of the _____ (Programme name) is having shortfall of attendance in the following subjects:

Sr. No.	Subject	Subject Code	% of attendance
1			
2			
3			
4			
5			
6			

I hereby submit that the above shortfall of my attendance was due to the following reason/s:

1. _____
2. _____
3. _____
4. _____

In view of the above reasons, I request the Appeal Committee to kindly consider my application for condoning the shortfall of my attendance.

Thanking you,
Yours sincerely,

Signature
Name: _____