



Bishop Vayalil Memorial Holy Cross College

Cherpunkal P.O, Pala, Kottayam Dt., Kerala - 686584

Affiliated to M G University, Kottayam

Sir,

I, _____ Class No _____, of _____
_____ Batch _____, has a complaint regarding my attendance. Attendance of certain days are marked mistaken.

	Dates	Hour	Reason
1			
2			
3			
4			
5			
6			

Kindly accept my application and grant me the attendance of the days mentioned above.

Sincerely

Name & Signature:

Office Use

Recommended by Teacher incharge

Recommended by HoD

Approved Rejected

Principal