

Date:

To,
The Principal
MIT ACSC, Alandi

Subject: Regarding my name in the defaulter/pre detention list.

Respected sir,

I the undersigned is in defaulter/pre detention list. I am supposed to bring my parents/guardians and to complete the assignments. Accordingly I have completed my assignments whose record is mentioned below:

Sr. No.	Name of the subject in which he/she is defaulter	Did parents/ guardians meet concerned teacher? Yes/No	Signature of concerned subject teacher

I request you to accept my submission.

Yours sincerely

Signature:

Name and Roll No.: _____

Class : _____

For office use

Permission granted to (Name and Roll No.) _____

Please accept his/her submission

Signature of Class Teacher

Signature of HOD