



HOPE Foundation's
Finolex Academy of Management and Technology
First Year Engineering Department

Name: _____

Registration No: _____

Div & Roll No: _____

Date: ___ / ___ /202

The Head,
 First-Year Engineering Dept.
 FAMT, Ratnagiri

Sub.: Request to grant leave and attendance condonation.

Respected Sir,

I request to grant me leave and the subsequent condonation for attendance. I was/will be absent from the institute for the reason and period mentioned below:

Sr.	Leave Dates		No of Days	Reason	Signature of Parents / Event Coordinator
	From	To			
1					
2					
3					
4					
5					

I have enclosed the following proofs with this application. (Tick the documents)

1. Medical Certificate
2. Letter from Parent
3. **TWO** copies of the Certificate/Letter of Participation/Remark of Event Coordinator

I assure you that I will maintain my attendance as per the guidelines specified by the University of Mumbai. If I fail to do so, I will be liable for necessary disciplinary action.

I kindly request the attendance condonation for the duration of my leave and thank your understanding and support in processing my request.

Yours faithfully,

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Remarks:

The leave has been approved and forwarded to the Department Student Attendance Monitoring Committee for necessary action.

Signature of Class Teacher

Head – First Year Engineering Dept.