



AL-KARAM INTERNATIONAL INSTITUTE BHERA
A Federal Chartered University

The Head of the Department
Al-Karam International Institute
Bhera, Distt. Sargodha

Subject: Application for Shortage of Attendance

Respected Sir,

I, _____, a student of Bachelors of _____, Semester _____ write this application to state that I am falling short of attendance for _____ course. My attendance is _____ % at the end of September which is below the university attendance criteria. As my attendance is below 75%, I will not be allowed to sit in the exam. Kindly allow me to sit in examination. I ensure that I will surely maintain attendance from now on.

Please consider my mere request.

Your Sincerely,

Name: _____

Registration No.: _____

Signature: _____