

Date : \_\_\_\_\_

**To**  
**The Principal**  
Terna Engineering College  
Plot No.-12, Sector-22  
Phase-2, Nerul (W)  
Navi Mumbai-400 706.

**Dear Sir,**

I \_\_\_\_\_ and my ward \_\_\_\_\_

ID No. \_\_\_\_\_ of Semester \_\_\_\_\_ in COMP/ELEX/EXTC/IT

Engineering understand that he / she is short of the required attendance / poor academic performance. If he / she does not improve his / her attendance / performance upto the required level he / she will not be permitted to appear for the ensuing university examination.

Student

Parent / Guardian