

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