**To**

**The Principal**

**St. Mary's Polytechnic College**

**Valliyide, Mudappallur, Palakkad 678705**

**Date: [DD/MM/YYYY]**

**Subject: Request for Condonation of Attendance Shortage**

**Respected Sir/Madam,**

I, [Name of Student], bearing Admission Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am currently enrolled in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ department in the \_\_\_\_\_\_\_\_\_ semester. Due to [mention the reason for the shortage, e.g., medical reasons, personal circumstances, etc.], I have fallen short of the required attendance percentage.

I humbly request you to consider my situation and grant me condonation for the attendance shortage. I assure you that I will make all necessary efforts to attend all future classes regularly.

Thank you for your understanding and support.

**Sincerely,**

**[Name of Student]**

Mobile number of student :