

**Application for Event Attendance**

To,

The Head of Department

Department Name-

Subject: Request for Attendance as **Coordinator/ Volunteer/Participant** for Event Name-.....

Respected Sir,

I am writing to inform you that I had the privilege of serving as a Coordinator/Volunteer/Participant for the **Event Name**.....organized by our college on **Event Dates**..... As a result of my duties and responsibilities during the event, I was unable to attend regular classes on those dates.

I kindly request that you grant me attendance for the mentioned dates, in consideration of my contribution as a ..... Attached are the relevant documents and the signature of the faculty convener, verifying my role and participation in the event. I would appreciate your favourable consideration of my request.

Thank you for your time and support.

Yours sincerely,

Name-

Roll Number-

Contact Details-

**Faculty Convener Verification:**

I hereby verify that **Student Name**-..... served as a coordinator/Volunteer/Participant for the

**Event Name**-....., which took place on **Event Dates**-.....

**Faculty Convener's Name-**

**Designation-**

**Department Name-**

**Signature and Date-**

Verify by Head of Department

**\*Eligibility for Makeup Attendance:** Students who wish to apply for makeup attendance must have attended at **least 50%** of the total classes conducted prior to the period of absence.