

To,
 The Principal,
 Sheth N.K.T.T. College of Commerce &
 Sheth J.T.T. College of Arts,
 Kharkar Ali, Thane - 400601.

Subject : Application for Additional Exam.

Respected Sir,

I, _____, is a student of _____ class Div. _____ Roll No. _____ Student ID No. _____ Exam. Seat No. _____ hereby requesting you to consider my application for additional examination. I was absent on the following day/s and papers due to _____ documents of absenteeism is attached herewith for your kind reference. The supporting _____.

Date :

Date of Absent Exam. (Internal / External)	Name of the subject

I request you to permit me to appear for the abovementioned papers at the additional exam.

Yours faithfully,

Signature of the Student