

Date:

To : .....

Name : .....

Matric No : .....

Year / Course / Semester : .....

Faculty : .....

**Re : Warning for not attending lecture / tutorial / practice for**

.....

**(Subject Code: .....) )**

Based on the attendance record, you have not been present for classes without any valid reasons on the following dates:

No.	Date	Day	Time	Hours

2. Therefore, you are requested to write a letter giving reasons for your absence within one (1) week from the date of this letter.

3. Please be warned that you will be barred from sitting for the final examination if you do not maintain 80% attendance in class throughout this semester.

Please be informed.

Yours sincerely,

Signature : .....

Name and chop : .....

- cc: 1. Faculty/Centre/Department  
2. Student File