

Date :

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
_____. The supporting
documents of absenteeism is attached herewith for your kind reference.

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