# **Annexure 5 – Special Permission Letter for Attendance Shortage**

To,

Dr. Sapna S

Head of Department and Associate Dean

School *of* Law,

Christ (Deemed to be University).

Date\_\_\_\_\_\_

Subject: Request for special permission to participate in \_\_\_\_\_\_\_\_\_\_\_\_ moot competition

due to shortage of attendance

Respected Ma’am,

I,\_\_\_\_\_\_\_\_**, (Register Number: \_\_\_\_\_)** am writing this letter seeking your permission to represent School *of* Law, CHRIST (deemed to be University), at the \_\_\_\_\_\_\_\_

scheduled to be held from \_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_. The Moot was allotted to us on the \_\_\_\_\_\_\_\_\_

My attendance as of \_\_\_\_\_\_is %

However, I have the following sanctioned claims that are to be updated due to \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Date** | **Number of Hours** | **Reason** |
|  |  |  |
|  |  |  |
| **Total** |  | (Signature of faculty coordinator if applicable) |

With the addition of my claims, my attendance is at \_\_\_%.

My total attendance with all pending claims currently stands at \_\_%.

I would like to request your kind permission to participate in \_\_\_\_\_ and guarantee that

my attendance will not fall below 85% prior to my departure for the moot. I am keen to represent the university and do understand the seriousness of my request. I request you to kindly consider the same. I have attached screenshots of my KP for your reference.

Warm Regards,

***\*Attach screenshot of KP reflecting Absence Details indicating claimed leaves.***

***\*Attach medical certificates from the mentioned dates for medical claims.***

***\*Attach acknowledgement slip of blue/yellow forms.***

***ATTACH THE KP ATTENDANCE FOR THE CURRENT SEMESTER***