To

The Head of the Department  
Department of English  
PPK College, Bundu Jharkhand

**Subject: Application for Attendance Consideration**

Respected Sir,

I am writing to respectfully request your consideration regarding my attendance in the **PG Sem-III, 2023-2025** at **PPK College, Bundu**. My name is **Amar Koiri**, and I am a student in your department with Roll No. **23MA04250002.**

I understand that a minimum of 75% attendance is mandatory for eligibility to appear in the examinations. Unfortunately, due to my current employment as a Computer Teacher at **Vidya Jyoti English Medium School, Sonahatu**, I am unable to attend regular classes consistently. My work schedule requires me to be at the school from **9:00 AM** to **2:00 PM**, Monday through Saturday.

I am deeply committed to my studies and have made every effort to keep up with the course material through self-study and by consulting with classmates whenever possible. I am also willing to undertake any additional assignments or projects that you may deem necessary to compensate for my lack of regular attendance. I am dedicated to successfully completing my MA in English and believe I can demonstrate my understanding of the subject matter despite my limited physical presence in the classroom.

As a teacher by profession, I am also committed to education and understand the importance of being both a student and an educator. I am confident that I can balance my professional responsibilities with my academic pursuits.

I would be grateful if you would consider my situation and grant me special consideration regarding the attendance requirements. I am open to discussing this matter further and exploring any possible solutions.

Thank you for your time and understanding.

Sincerely,

Amar Koiri  
Roll No. **23MA04250002**

Session**: 2023-2025**