

To,
The Controller of Examinations,
Gondwana University,
Gadchiroli.

Date:.....

Sub: Regarding marks correction and declaration of result.

Respected Sir,

You are benignly informed hereby that, I was present for the following subject(s) during the Exam Summer/Winter..... But my result is in withheld and TR shows **--/AA** instead of marks for the subject(s) mentioned below.

The details are as follows:

Name :		Semester:	Branch:
Exam(S/W):		Roll No.:	PRN:
SN	Subject(s)	Result	
1.			

You are requested to make necessary correction and issue corrected marksheet at the earliest.

Thanking you,

Yours Faithfully,

(Signature of student)

- Encl:** 1. Hall Ticket
2. Photo copy Attendance Sheet for the subject
3. Photo Copy of TR