

(For PMS Renewal/Fresh Cases)

Dated:

To

Dean (Science and Engineering),

DAV University,

Jalandhar.

Subject: Request for issuing of attendance certificate for PMS Scholarship for session.....

With due respect, it is stated that I am student of B Tech Mechanical Engineering.....year having registration no I am recipient of PMS scholarship and requires attendance certificate for sessionKindly issue me the attendance certificate. I have more than 75% attendance in the classes.

Thanking You,

Yours Sincerely,

Name:

Class Mentor/Faculty

Regi No:

Class:

Section:

Deptt. Coordinator