

Date: / /20

To
The Principal,
VPKBIET, Baramati.

Subject: Request for increase in marks as per Ordinance No-04 Marks for Extra Curricular Activities during AY_____.

Respected Sir,

I am writing to request the addition of ordinance marks to my academic record in accordance with the institute's provisions as per Ordinance No-04 for the students with participation in extra-curricular activities.

I, **Mr/Ms.....**,
am a student of **Year-of Department.....**, with
Institute Enrollment Number..... I hereby declare that all the
documents/reports attached herewith are true and correct. If found false at any level, my extra
marks will be null and void and appropriate action can be taken. I am solely responsible for my
academic loss, if any.

Extra-Co-Curricular Activities:

I have actively participated in following Extracurricular activities during the academic
year.....

1.....

2.....

The details of these activities, along with certificates of participation, are enclosed with this letter.
I kindly request the marks for these activities as per Institute regulations.

I would be grateful if you could process this request at your earliest convenience and update my
academic record accordingly. Thank you for your attention to this matter.

Yours
sincerely,

[Student Signature]
[Student Name]

Forwarded by,

Activity Coordinator

HoD

Dean Academics

CoE

Principal