

To,  
The Director Sir,  
Dev Bhoomi Group of Institutions,  
Saharanpur.

**SUBJECT: Regarding biometric attendance**

Sir,

I am \_\_\_\_\_ student of class \_\_\_\_\_ of session \_\_\_\_\_.

I want to verify my biometric attendance in order to remove discrepancy from \_\_\_\_\_ to \_\_\_\_\_ .

I shall be highly obliged.

Thank You

Your sincerely,

Name: \_\_\_\_\_

Father name: \_\_\_\_\_

Contact: \_\_\_\_\_

Biometric ID: \_\_\_\_\_

Date: \_\_\_\_\_