

To  
Teacher In-charge  
(Name of concerned shop)

SECTION

**Subject : Request for EXTRA Turn.**

Respected Sir,

This is to inform you that I have missed the following turn(s) of workshop Practice class.

Name of Shop	Date(s)	Reason (attach documents)

Sanction may please be accorded for an extra turn on any suitable date & time.

Thanking you,

Yours faithfully,

Name. ....

Roll No. ....

Signature of student

<b>Permitted / Not Permitted</b> Extra Turn with credit <input type="checkbox"/> without credit <input type="checkbox"/>	Extra turn(s) Allotted on .....
Sign. of the Teacher In-charge of concerned shop	Shop In-charge

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