

To

The Parents

B.A English (Honours)

Semester: 1st, 3rd and 5th

Date: 11/05/2024

Subject: Request to attend the Parent-Teacher Meeting

Dear Parents,

We request you very kindly to attend the online Parents-teachers meet going to be held on 13th of May, 2024 at 12:30 PM. It should be noted with caution that this meeting is mandatory for at least one guardian to attend so that we can discuss the scholastic performance of the students and take logistic steps to improve them for the future.

The link for the same will be shared 1 hour before the meeting.

Thankyou

Yours truly,

Runjun Devi

Head of Department of English

Mangaldai College

Name of the parent:

Signature: