**FORMAT OF LETTER**

The Principal,

IHM, Shimla

Respected Sir,

This is to state that my ward Mr/ Ms ………………………………………………………..would be appearing for Campus placements being organised by the college.

My ward would be preparing for the campus interviews and cooperating with the placement cell.

In case the student is found missing from the Campus placement interviews without prior intimation, I may be informed at …………………………….number and if this continues the student may be refrained from sitting in future placements.

Signature of Parent/ Guardian