

To

Date:

The Controller of Examinations
Tripura University
Agartala

Through the Principal - Ambedkar College, Fatikroy

Subject: Regarding Incomplete / Unpublished Result

Sir,

I am a student of Ambedkar College, Fatikroy, currently enrolled in _____ (Course Name), _____ (Semester), bearing University Roll Number _____, Registration Number _____, and Enrollment Number _____.

I wish to bring to your kind attention that my result for the _____ examination held in _____ (Date) has either not been published or is showing as incomplete. Despite the declaration of results, my marks for _____ (Subject/s) are missing / my result status is showing as incomplete. I have verified my records with the college, and there appears to be no issue from my end regarding attendance, assignment submission, or examination participation.

I, therefore, request you to kindly look into the matter and take necessary steps to update/correct my result at the earliest, as it is affecting my academic progress. I am enclosing copies of relevant documents for your reference.

Thanking you.

Yours sincerely,

Name: _____
Course & Semester: _____
Roll Number: _____
Enrollment Number: _____
Contact Number: _____

(FOR OFFICE USE)

Ambedkar College

A Govt. Degree College Affiliated to Tripura University

File No –No.F.2(23)/AC/FR/Estt/Misc/2026 _____, Dated _____

Forwarded to the Controller of Examinations, Tripura University, for necessary action. The particulars of the student (**Name:** _____, **Course:** _____, **Semester:** _____, **Roll No.:** _____, **Enrollment No.:** _____) have been verified and found correct.

It is also certified that the student appeared in the examination for the subject(s): _____ for which the result is reported as incomplete / unpublished. The college records confirm that the student has fulfilled all academic requirements, including attendance, internal assessments, and examination participation.

The matter may kindly be looked into for necessary correction/update of the result.

Date :
Place :

Signature of Principal
(Seal of the College)

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