

To the Director/Centre Manager/HOD Education,
VIEWTECH,

..... Centre
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Dated:

SUB : PRAYER FOR BREAK OF STUDY

Respected Sir/Madam,

I am Course
..... studying in your Institution bearing registration no.
..... I am writing this letter to request you to kindly grant me
a break of study for
starting from to for
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During this, it is not possible to me to attend my classes. Hence I request you to allow me to
take a break of study in my course for I promise to follow the
rules and regulations for break of study.

Thank you for understanding the situation and hoping for your kind permission.

Yours faithfully,

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Enclosed: