

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

..... Centre

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Dated:

Sub : LEAVE APPLICATION

Respected Sir/Madam,

I am Course
..... studying in your Institution bearing registration no.
..... I am writing this application to request you to kindly
grant me a leave for days starting from to
..... because of
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.....

During this period, it is not possible for me to attend my classes. Hence I request you to allow me to take a leave for those days. Thank you for understanding the situation and hoping for your kind permission.

Yours faithfully,

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Enclosed: