



# VISHWABHARTI GIRLS COLLEGE

## Leave Application (Format)

To,

The Principal / Head of Department,

[College Name]

Subject: Application for Leave

Respected Sir/Madam,

I am [Your Name], a student of [Course/Department] in [Year/Semester/Roll no/Division] at your college. I would like to inform you that I will not be able to attend classes from [Start Date] to [End Date] due to [reason – e.g., family function / personal reasons].

I kindly request you to grant me leave for the above-mentioned period. I will make sure to complete all the pending work after returning.

- |                     |                  |
|---------------------|------------------|
| 1. Principal: _____ | Signature: _____ |
| 2. Hod: _____       | Signature: _____ |
| 3. Parents: _____   | Signature: _____ |

Thanking you,

Yours sincerely,

[Your Name]

[Course/Department]

[Year/Semester]

Date: [Today's Date]