



# VISHWABHARTI GIRLS COLLEGE

## Leave Application

To,

The Principal / Head of Department,

\_\_\_\_\_

**Subject:** \_\_\_\_\_

Respected Sir/Madam,

I am \_\_\_\_\_, a student of [Course \_\_\_\_\_ / Roll no \_\_\_\_\_  
Year \_\_\_\_\_ / Semester \_\_\_\_\_ / 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 \_\_\_\_\_  
\_\_\_\_\_.

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,

\_\_\_\_\_

[Course/Department]

\_\_\_\_\_

Date: \_\_\_\_\_