

To principal

Respected Sir/Madam,

I am Harish Akshay H, a student under your guidance, and I am writing to respectfully request leave from 25/34/3434 to 34/34/3434.

I am feeling unwell and have been advised to take rest. I kindly request medical leave to ensure a full recovery and return with renewed focus. I assure you that I will stay updated with all academic responsibilities during my absence. Kindly consider my application.

Thank you

Yours sincerely,

Harish Akshay H