

To HOD

Respected Sir/Madam,

I am tamil, a student under your guidance, and I am writing to respectfully request leave from 26/06/2025 to 28/06/2025.

I am obliged to attend a significant family function during the mentioned period.

I assure you that I will stay updated with all academic responsibilities during my absence. Kindly consider my application.

Thank you.

Yours sincerely,

tamil