

Date:27 January2025

To

The head of the department

Department of English

Begum Rokeya University, Rangpur.

Subject: Application for leave

Sir,

I beg most respectful to state that I am a student of honors 3rd year department of English. I am writing to inform you that I am experiencing a fever and am unable to attend classes. I kindly request leave from 27 January to 05 February to rest and recover.

So therefor I pray and hope that you would be kind enough to grant me and give me leave for a week.

Your most obedient pupil

Ramjan ali

Id: 12002014