

Leave Application

To,

The Principal,

Academia International College,

Gwarko, Lalitpur

Date: 2080/12/02

Subject: Leave for 2 days

Respected Sir/Madam,

I trust this letter finds you well. I am writing to formally request a period of leave from Academia International College, effective from the 10th of Ashar, as I have to go to my sister's wedding ceremony.

As it is a family function, it became compulsory to attend this ceremony.

I kindly ask for your understanding and approval of this leave request. Rest assured, I am committed to ensuring that I catch up on any missed coursework promptly upon my return.

Thank you for considering my request. Your understanding and support during this challenging time are greatly appreciated.

Yours sincerely,

Bibek Kasara

1st Sem B.Sc. CSIT

Roll No: 07