To,

The warden of DDU-GKY Hostel,

Barasat, Kolkata.

**Sub:-Leave Application for December 5-7**

**Respected sir/madam,**

My name is Koushik Biswas, student of DDU-GKY, room no 116. I am writing to formally request a leave from the hostel for the period December 5th , 2023 to December 7th , 2023.

I have ensured that my room is in proper condition, and I will make sure to complete any pending responsibilities before my departure.

I understand the importance of adhering to hostel regulation, and I assure you that I will return promptly on December 7th, 2023 to resume my regular activities. I will inform my roommate about my absence and make arrangements to ensure the smooth functioning of our room during my absence.

I kindly request you approval for this leave, and I am willing to provide any additional information or clarification if required.

Thanking You.

Your Sincierly,

Koushik Biswas

Room No: 116