

To,
The Principal,
KBV CAA Model School And College,
Karachi.

Subject: Leave Application for House Shifting

Respected Sir,

I am writing to request a leave of absence for two weeks, starting from 1st Sept, 2024 to 14th Sept, 2024 in order to facilitate the shifting of my residence. The move is a significant task, and I will need this time to ensure a smooth transition.

I have been working on preparing my current projects to ensure minimal disruption during my absence. I am happy to assist in the transition of my responsibilities or provide any necessary support to my colleagues to ensure that everything proceeds smoothly while I am away.

Please let me know if there is any additional information you need or if there are any specific arrangements I should make before my leave.

Thank you for considering my request. I appreciate your understanding and support.

Your Sincerely,

Rayyan Ahmed,

30th Aug, 2024