Respected Sir/Mam

Noida International University

Greater Noida ,

Sub: leave application for inconvenience at home

I Aakrati Tiwari student of NIU course BBA 3rd Sem section A wants to bring this to you notice that my grandfather has just passed away today on (03/11/24) due to which I need to take leave from college for a few days .

I hope you understand and grant me leave till 10/11/24.

Thanking You ,

Your obedientely,

Aakrati Tiwari.