

Harsh Arora  
AE-1218  
B.Sc.(Hons) Computer Science, 3rd Year  
Acharya Narendra Dev College

**Date:** September 4, 2024

**To**  
The Principal,  
Acharya Narendra Dev College,  
Govindpuri, Kalkaji,  
New Delhi, Delhi-19

**Subject:** Request for Leave of Absence for Two Months

Respected Sir,

I am writing to formally request a leave of absence from college for a duration of two months, from 10th September 2024 to 10th November 2024, due to some family reasons. I assure you that this leave is essential, and I will make every effort to ensure that I complete any missed coursework or assignments during this period.

I kindly request your approval for this leave and any guidance regarding formalities or procedures to be completed in this regard. Please let me know if further documentation is required.

Thank you for your understanding and support.

Yours sincerely,

Harsh Arora  
AE-1218  
5th Semester