

To,
The HOD
Computer Science Department
Tezpur university , Assam Napaam -784028

Subject: Leave Request

Dear Sir,

I hope this message finds you well. I am writing to request a brief leave of absence from 15th to 21st February due to an urgent issue regarding my DRCC Bihar education loan.

I will ensure completion of pending assignments and coordinate with peers for any group work prior to my departure. Your understanding and support in this matter are greatly appreciated.

Thank you for your consideration.

Sincerely,

Satyam Sajal

CSB21073