

## **APPLICATION FOR LEAVE**

To,

The Head of Department

Biochemistry and Biotechnology,

University of Gujrat,

Gujrat, Pakistan.

**Subject: Leave Application for Friend's Wedding**

Respected Ma'am,

With due respect it is stated that tomorrow on Wednesday May 26,2021 is the wedding ceremony of my friend and I have to attend the event. So, I am unable to attend my regular classes tomorrow. I request you to grant me a one-day leave.

I shall be very grateful to you.

Yours obediently,

X.Y.Z

Roll No: 123

Section: ABC

Date: May 25,2021