

To

The HOD(CSE Department)

NIT SILCHAR ASSAM

Subject : Request for leave approval

Respected Sir/Mam

I am Kanika Punia (2212017), a student enrolled in the Computer Science and Engineering program at NIT Silchar. I hope this message finds you in good health.

I am writing to humbly request your support in approving my leave application in my absence. I had to urgently return home due to the unfortunate demise of my grandmother, which occurred late at night on 26th October 2023. This required my immediate presence with my family, and I had to leave early in the morning on 27th October 2023, making it impossible for me to submit my leave application prior to my departure.

As a result, I will be unable to attend classes from 27th October to 7th November 2023, totaling 12 days. Regrettably, this may affect my attendance, potentially causing it to fall below the college's mandatory 75% requirement. Your approval for this leave will greatly assist me in managing both my academic and personal responsibilities during this challenging time.

I fully understand the importance of adhering to the college's attendance policy and assure you that I am dedicated to making up for any missed classes to maintain at least a 75% attendance rate.

I kindly request your understanding and support during this difficult period. Your approval in my absence would be immensely helpful to me. I appreciate your consideration of my request and await your positive response.

Thank you for your understanding.

Your sincerely

Kanika Punia

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