Subject: Leave Application

Dear Sir/Madam

Please accept this letter as formal request for a leave of absence.

My leave is under medical/personal grounds and the details of the same are furnished below:

Reason for taking Leave:

Name:

Batch:

Leave Period: \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No:

Please grant me the leave and I will put in extra efforts to patch up the pending works.

Thank you in advance for your consideration.

Yours truly,

Name

NB: Send your leave mail to [sps@packapeer.com](mailto:sps@packapeer.com)