

DATE: 07 - JAN – 2025

TO
HOD SIR,
PARUL UNIVERSITY,
VADODARA, GUJARAT

SUBJECT: REQUEST FOR LEAVE

RESPECTED SIR,

I HOPE THIS MESSAGE FINDS YOU WELL. NIHITH MARINA FROM DIVISION 6B7-AI.

I AM WRITING TO REQUEST YOU LEAVE FROM 9TH - JAN - 2025 TO 23RD - JAN - 2025 DUE TO FESTIVAL CELEBRATIONS.

I ASSURE YOU THAT I WILL ENSURE ALL MY RESPONSIBILITIES ARE UP TO DATE BEFORE MY ABSENCE AND COORDINATE WITH TEACHERS TO AVOID ANY DISRUPTION.

I KINDLY REQUEST YOUR APPROVAL FOR THE SAME AND WOULD BE GREATFUL FOR YOUR UNDERSTANDING.

THANK YOU FOR YOUR CONSIDERATION.

YOURS SINCERELY,

NIHITH MARINA

DIV : 6B7 - AI

ERP NO : 2203031240795

MFT SIGNATURE

HOD SIGNATURE