

12/18/2020

To,  
The Coordinator,  
Him Raj pokhral,

Bhadrapur-10, Jhapa

Subject:- Request for leave for few days

**Dear sir,**

In reference to the above subject, I would kindly request to you grant me 6 days of leave from physical class.

I am in Bhadrapur, Jhapa in order to attend my grandfather's chaurashi which will take place on 23<sup>rd</sup> of December. That's why I don't think I can attend physical class for few days. I will guarantee you that I will attend my classes as soon as this event is over.

I hope you will take my application into consideration.

**Thanking You**

Your sincerely student,  
Nishab khatiwada,  
Class-11(Management, computer science)