The Dean

Vivekananda Institute Of Professional Studies

Date: 27th August 2018

Subject: Leave application

Respected Sir/Ma’am,

I request to state that due to sudden illness I will not be able to attend school/college for 7 days as the doctor has advised me to take the required amount of rest. I hope to recover soon and make up for the irregularity in studies occurred. I will return to school/college as a healthy student and take due care that my work and performance do not suffer. On the account of my sickness, I request you to kindly grant me leave from 20th August 2018 to 27th August 2018, I shall be utterly obliged for this.

Yours obediently,

PranavBhatia

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