

**To:**

Dr. Arpita Gupta,

HOD-CSE,

KL University,

Aziz Nagar

**Subject: Application for Leave of Absence**

**Dear Dr. Arpita Gupta,**

I am writing to formally request a leave of absence for a period of five days, from **September 22, 2025**, to **September 26, 2025**. I will require attendance for these dates.

I have applied to participate in the prestigious **International Immersion TechFusion Program** in Malaysia, focusing on **“Securing The Future: AI-Driven Innovations & Ethical Cybersecurity Frameworks.”** This program is a significant opportunity for me to gain valuable international exposure and deepen my knowledge in an area of critical relevance to my studies.

I have already made arrangements with my classmates to ensure all my coursework and assignments are covered during my absence. I will also make every effort to catch up on any missed lectures and material promptly upon my return. I have also reached out to my respective subject teachers to inform them about my absence.

I am confident that my participation in this program will not negatively impact my academic performance and will instead be a valuable contribution to my overall learning and skill development.

Thank you for considering my request. Your support in this academic endeavour is highly appreciated.

Sincerely,

Pranav Venugopal. G,

2410030333,

CSE