Date: «Date»

To,

Head of Department,

«College»

Subject: «Subject\_Of\_Letter»

Respected Sir,

We hosted an «Event\_Name» which is an annual event of IEEE Gujarat Section on «Event\_Date».The list attached to this application are of the students who worked for preparation of the event during college hours. The Students attended the lectures when it was possible. Students only missed the lectures when they were given some work regarding the event.

So kindly grant leave for these students whose data is attached to this application.

Thanking You.

«Event\_Team»