<Sname>

<sem> semester, <section> section,

<branch> (<usn>)

<date>

To <dhod>,

<branch>

NIE, Mysuru

Respected <sir/madam>

Subject: <reason>

This is to seek permission for leave between <startdate> and <enddate> due to the aforementioned unavoidable preoccupation/circumstance. Kindly oblige to the same.

Thanking you,

Yours Faithfully,

<sname>