<tname>

<teacherdesign>

<branch>

<date>

To <head>,

<domain>

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>