

Subject: Request for Leave - 3 Classes

Dear Saylani Mass IT Training Team,

I hope this application finds you well. I am writing to request a leave of absence for three classes on the following dates: - 10th July - 13th July - 20th July.

The reason for my leave is that I have just started my semester break and I plan to visit my hometown for two weeks. I will be unable to attend the scheduled classes during this time. However, I am committed to my learning and growth.

I make ensure that I will complete all assignments and keep up with the coursework from home. I will make sure to catch up on any material that I miss and maintain my progress in the program. I would be grateful if you could accept my leave application. Please let me know if there are any additional steps I need to take.

Thank you for your understanding and support.

Sincerely,

Ali Mehdi Abro

Flutter- 252653

Batch 3