

Leave Request Letter

Date: _____

To,
The Warden,
SDMCET Hostel,
Dharwad, Karnataka.

Subject: Request for Leave

Respected Sir/Madam,

I am a student residing in Room 201 of the SDMCET Hostel. My Student ID is 409. I kindly request leave from 2025-04-09 to 2025-04-03 due to the following reason: pooja. I assure you that I will abide by all hostel regulations and return on the mentioned date. I sincerely request you to consider my leave application and grant me permission.

Thank you for your time and consideration.

I look forward to your kind approval.

Sincerely,

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