

Leave Request Letter

Date: 10-06-2025

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

Subject: Request for Leave

Respected Sir/Madam,

I am a student residing in Room 202 of the SDMCET Hostel. My Student ID is 4SD23CS001. I kindly request leave from 2025-06-10 to 2025-06-17 due to the following reason: I am going home. 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.

Sincerely,
4SD23CS001