

Leave Letter

Your Name
201501XXX
III Year AIML
REC

dd/mm/22

To Class Incharge
Mrs. K.R. Sowmia
III Year AIML
REC

Sub: requisition to consider my absence as leave.

Respected Madam,

I am writing this letter to inform you that I had taken leave on dd/mm/yy without prior intimation, as I was suffering from cold and fever, I could not attend the class on that day.

Hence I hereby humbly request you to consider my absent as leave.

Thanking You.

Yours Sincerely,
Your Name