**Leave Letter**

**Place : Allahabad**

**Date :**

**From**

**Name (in CAPS) :**

**Roll Number :**

**Year :**

**Information Technology,IIIT Allahabad.**

**To**

**The HOD**

**Information Technology, IIIT Allahabad**

**Respected Sir,**

**I request you to grant me leave for \_\_\_\_ day/days on/from \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_ for the following reason (tick whichever is applicable):**

**Thank you**

**Yours Obediently,**

**Signature of the Student**