To, Date: 06.06.2015  
The Head of Department,  
Computer Department,  
SVIT Vasad.

Subject**:** Request to grant leave from 15th June to 23rd June 2015

Respected Madam,

I, Aayush Patel student of TY Computer, (En No: 130410107057) request you to kindly grant me leave from 15th June to 23rd June 2015 as I need to be present in a family function. Due to these unforeseeable circumstances I will not be able to complete the registration on 15th June and hence I request you to accept my form on 24th June. Kindly consider this application and grant me leave for the aforementioned days.

Thanking you in anticipation of a favorable action.

Aayush Patel

TY-CE   
SVIT- Vasad.