LEAVE LETTER

Full name:			
Register number:			
Semester:		Branch:	
Date:			
То:			
Subject:			
Subject.	REQUEST FOR LEAVE		
would like to brin	g to your attention that due to		
	o attend the college for the nex	t	
I request you to ki	andly provide me with leave fo	r	
from			
. I shall be gratefu	1.		
Thank you.			
Yours faithfully,			