

To,

The H.O.D

Date: 2077/12/11

Everest Engineering College

Sanepa, Lalitpur

Subject: Application for leave from college

Sir,

Respectfully, I would like to bring to your kind attention that my name is Amir Poudel and I am studying BE.IT Second Semester in your college.

I would like to inform you that I cannot attend college for some days due to Common. I have to perform medical test as doctor recommendation. I will provide all my medical report after the check-up.

Therefor I request you to grant me leaves for some days and oblige me.

Thank You,

Yours obediently

Amir Poudel

BE.IT 2nd sem 'B'

Roll no: 03