

**Subject:** Leave Application from 24th January 2025 to 26th January 2025

Respected Sir,

I hope this email finds you well. I am writing to formally request leave from **24th January 2025 to 26th January 2025**.

I assure you that I will take full responsibility for keeping up with my academic commitments during my leave.

I kindly request your approval.

Thank you for your understanding and support.

Yours sincerely,

Amit Prakash

Roll No: 21051236