

Subject: Information Regarding Leave and Request for Rescheduling of Assignments and Tests

Dear Sir/Ma'am,

I hope this message finds you well. I am writing to formally request a leave of absence from **16/09/2024 to 25/09/2024**, as I will be attending my **Mother's first Remembrance Day (Sharad)** during this time. This is an important occasion for my family, and I will need to be away for the full duration.

I am aware that there will be assignments, tests, and internals during this period. I kindly request your permission to allow me to complete these assessments after I return, *if possible*. I assure you that I will make every effort to catch up with any missed work and meet the required deadlines.

I apologize for any inconvenience this may cause and would deeply appreciate your support and understanding during this time.

Thank you for your understanding and support. I appreciate your consideration in this matter.

Sincerely,

Pranjal Rawat

BCA (B3), 2nd Year

SAPID: 500125151

A handwritten signature in blue ink, appearing to read 'Pranjal', with a horizontal line underneath.