

From: Ayush

(20BCS\_KRG\_DM(2)\_B)

To: Academic Coordinator

Subject: Request for Duty Leave

Requested Tanu Mam,

I am writing to request a short leave from my academic responsibilities as I have an important video interview scheduled at avast. The interview is scheduled on 05<sup>th</sup> May 2023, and I would require to take a half-day leave for the same.

I apologize for any inconvenience this may cause, but this interview is a significant opportunity for me, and I would appreciate your support in this matter. I will ensure that all my pending work is completed before I leave, and I will make up for the lost time upon my return.

I would be grateful if you could grant me leave for the second half of 05<sup>th</sup> May 2023, and I will be back to class on the following day. Thank you for your understanding and support.

Best regards,

Ayush(20BCS5673)

