

# Leave Application

Date: 2025-09-08

To:

College Administration

Department of Computer Science

Subject: Leave Application to the College

Dear College Administrator,

I am writing to request leave from 2025-09-14 to 2025-09-16 due to a medical appointment. I am a student in the Department of Computer Science, and during my absence I will ensure that any coursework or responsibilities are managed appropriately and submit any required documentation promptly.

I kindly request your approval for this leave. Please let me know if any additional information is needed.

Thank you for your consideration.

Sincerely,

Zachary Edwards

Student, Department of Computer Science

Contact: zachary.edwards@university.edu | +1-415-555-7776