{{ fname|capitalize }}{{ lname }}

{{ your\_roll\_number }}

{{ your\_course\_and\_year }}

{{ college }}

{{ date }}

{{ class\_guide }}

{{ college }}

Dear {{ gender }} ,

Subject: Request for Leave of Absence.

I am requesting a leave of absence from {{ start\_date }} to {{ end\_date }} due to an important family function.

I apologize for any inconvenience this may cause and assure you that I will make every effort to minimize the impact on my academic progress. I have already made arrangements with my classmates to stay updated on any assignments or announcements.

Thank you for your understanding and consideration.

Sincerely,

{{ fname|capitalize }}{{ lname }}