**From**,

Srivathsa Varma

4CB22CS135

3rd CSE

Canara Engineering College

2024-12-12

**To**,

Dr.Nagesh H.R

Principal,CEC

Canara Engineering College

Dear None ,

Subject: Request for Leave of Absence.

I am writing to inform you of a recent bereavement in my family. Due to this unexpected loss, I am requesting a bereavement leave of days, starting from 2024-12-13 to 2024-12-16.

During this difficult time, I will need to attend to necessary arrangements and be with my family. I have already made arrangements to ensure my academic responsibilities are met during my absence.

I appreciate your understanding and support during this challenging period.

Sincerely,

Srivathsa Varma