**Akhilesh**

**4CB22CS114**

**CSE 3rd Year**

**2024-11-06**

**To,**

**Dr Sunil Kumar B**

**cse**

**st aloysius**

**Subject: Request for Leave**

**Dear Sir,**

**I am writing to inform you that I will not be able to attend college from 2024-11-06 to 2024-11-06 due to fever. I kindly request you to grant me leave for these days.**

**I assure you that I will make up for any missed lectures or assignments during my absence.**

**Thank you for considering my request. I hope for your understanding and approval.**

**Yours sincerely,**

**Akhilesh**

**4CB22CS114**