To ,

Prof. Bijendra Kumar Singh

HOD (Department of Computer Science and Engineering)

Netaji Subhas University of Technology

Dwarka Sector-3, Dwarka, Delhi, 110078

Subject: Application for Casual Leave

feb 15 2023

Respected Sir,

I hope this letter finds you in good health and high spirits. I am writing this letter to formally inform you about the casual leaves I have taken from **feb 16 2023** to **feb 16 2023.** I apologize for any inconvenience caused by my absence and assure you that all necessary arrangements were made to ensure the smooth functioning of my responsibilities during this period.

The reason for availing the casual leaves was an emergency at my home. I understand the importance of maintaining regular attendance and fulfilling my academic duties promptly. However, the situation that prompted me to take this leave required my immediate attention, and I took all measures to ensure that my absence would not adversely affect my studies or responsibilities within the department.

I am committed to maintaining a high level of dedication and excellence in my academic pursuits, and I assure you that I will make up for the lost time and continue to contribute positively to the department's activities.

I kindly request you to consider and approve my casual leave application. If there is any further information or documentation required from my end, please do not hesitate to let me know.

Sincerely,

Manishi Saxena 2022PCS2007

M Tech (2022-2024)

Department of Computer Science and Engineering

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