**Charotar University of Science and Technology (CHARUSAT)**

**Devang Patel Institute of Advance Technology and Research (DEPSTAR)**

**Department of Humanities and Social Sciences (HSS)**

**HS131.02 A Communication and Soft Skills**

**Date: Monday, August 24, 2020                                                      Marks: 05**

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| **Name** | Kashyap Shah |
| **Student Id** | 18DCE115 |

**Question:**

You are an overseas student studying in a Language Academy. However, you have to return to your native country for the social function in your family. Write an email to the head of the institute for permission. Also write how will you cover the points/course that will be taught during your absence.

**Answer:**

To: [abc@yahoo.com](mailto:abc@yahoo.com)

From: [kashyapshah9100@gmail.com](mailto:kashyapshah9100@gmail.com)

SUBJECT: Travel Permission

Dear Mr. John Stokes,

I Kashyap Shah, writing this letter to inform you that I have my sister’s marriage on 4th September, 2020 for which my presence is required as he is the only sister of mine. The wedding is going to be conducted at Lonaval, India at my native country. Since I have to travel so far and I have to be there from 29th August – 5th August, thus it will take me a week.

Therefore I request you to kindly grant me leave for 7 days from 29th August to 5th September. After your approval, I need to book my tickets as well .As I want permission for 7 days so I know I will have so much loss of my studies as well but I am ensuring you that I will not let my studies suffer because of marriage and I will cover all the missed topics and part with the help of my faculties and fellow class mates.

Waiting for your response.

Thanks for the consideration.

Yours Sincerely,

Kashyap Shah