

To ,  
The Head of the Department,  
Computer Science and Engineering ,  
Government Engineering College, Raipur(C.G)

Subject : Application for Leave and Engaging classes.

Respected Sir,

With due Respect I want to inform you that I Mr/Mrs Sophia would like to take leave of 2 days from 2024-01-15 to 2024-01-16 because I have to take care of my child who is sick.  
Kindly grant me leave of absense. The Details of class engage is mentioned as follows.

Date	Day	Period	Semester	Branch	Subject	Engage by faculty Name
15-1-2024	Friday	1	7	CSE	ML	om

Thank You.

Your sincearly  
Name of the Faculty : Mr/Mrs Sophia  
Department CSE