Hello Ma’am

I hope this email finds you well. I am writing to formally request leave approval for our students Vikas S (2392773), Varun Bharadwaj M V (2392881), Raghavendra K N (2392774), Janya L S (2392775) as their presence is requested for the upcoming examinations.

As per the academic schedule, their exams are scheduled from 26th May to 25th June where they have:

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| **Date range** | **Exam names** |
| May 26 - May 31 | Project Demo & Presentation |
| June 2 - June 4 | NSS (Activity, internals & Exam) |
| June 9 - June 11 | Yoga (Activity, internals & Exam) |
| June 13 - June 14 | NPTEL report & certificate submission |
| June 15 - June 20 | AICTE Activity & Report Submission |
| June 23 - June 25 | Internship Presentation & Report Submission |

Given the importance of these assessments, we kindly request you to grant them leave on the mentioned dates to ensure their full participation. Looking forward to your positive consideration.