Date:-

To,

Mr.Tanaji B.Patil Sir,

Head Of Department,

Department of Information Technology,

KIT's College Of Engineering ,Kolhapur-416004.

Subject:- Requesting an permission for leave to attend an training in Globalstep.

Respected Sir,

I am Nikhil Appaso Patil currently studying in last year from Information technology department in KIT's College. I would like to inform you that as I recently got placed in globalstep company and Company has requested to join the training period from 16th December 2019.

I am requesting your permission and hoping that you can allow me for an leave of 1 month to attend an training in globalstep company. I ensure you that after the completion of my training period I will sincerely attend the college regularly and complete my all pending assignment, submission of academics.

Thanking You.

Mr. T.B. Patil Sir Mr. S. R. Rabade Sir

H.O.D Class teacher

Yours Sincerely