

To,

Department of Chemical Engineering
Indian Institute of Technology, Kharagpur

Respected Sir,

Application for Leave

I am a third year student of the Department of Chemical Engineering. I am participating in the ChemTech Foundation Student Outreach Program which is scheduled from January 14, 2013 to January 18 in Mumbai. Therefore, I will not be able to attend classes from 14th to 18th January. The participation letter is attached herewith.

I request you to kindly grant me leave for five days. I will be highly obliged.

Thank You.

Obediently Yours

Pranjal Goswami
(10CH10030)