

**To,**

The Head of the Department  
Information Technology  
University Institute of Technology, BU  
Bardhaman, Purba Bardhaman, WB

**Subject:** Leave Application for Absence Due to Chicken Pox

Respected Sir,

I hope this letter finds you well. I am writing to formally inform you about my absence from college from **16th March 2025 to 5th April 2025** due to suffering from **chicken pox**.

As the illness was contagious and required complete rest, I was unable to attend classes during this period. I have attached the **doctor's certificate** for your reference, which confirms my medical condition and the advised rest period.

I kindly request you to grant me leave for the mentioned dates and allow me to make up for the missed lectures and assignments. I will ensure that I cover the syllabus and complete any pending work at the earliest.

Thank you for your understanding and consideration. Please let me know if any further formalities are required from my side.

Yours sincerely,

**Ranadeb Saha**

L2023-3071

IT 3<sup>rd</sup> Year