## PARSHWANATH CHARITABLE TRUST'S



## A.P. SHAH INSTITUTE OF TECHNOLOGY





## Demo 2

To,
The Head of Department,
[Department Name],
[College/School Name],
[Location]
Date://
Subject: Application for Leave

Respected Sir/Madam,

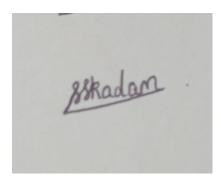
I, [Your Full Name], working as [Your Designation, e.g., Assistant Professor in Computer Science Department], request you to kindly grant me leave from [Start Date] to [End Date] due to [Reason for Leave].

During this period, I will ensure that alternative arrangements for my scheduled classes are made, if required. I kindly request your approval for the same.

Thanking you in anticipation.

Yours sincerely, [Your Full Name] [Your Designation] [Department Name]

## **Signature:**



Dhananjay Agarwal HOD

{pagenumber}

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