

**To**

Dr. Nagraj Rao  
Head of Department, EEE  
MSRUAS

**Subject: Request for Leave and Attendance Consideration (26–27 Nov & 1–2 Dec 2025)**

Respected Sir,

I, **Siddhi Tiwari** (Registration No. **23ETEE003039**), 3rd year **EEE** student, kindly request leave for the following dates: **26th & 27th November 2025**, and **1st & 2nd December 2025**.

Our team has been selected for the **Semifinals of IIT Bombay Techfest**, and we are currently involved in the **prototype development and weekly task submissions** required for the competition. As the **Team Leader**, I am responsible for coordinating and submitting the deliverables, which demand continuous work during these days.

Due to this academic representation of our university and the nature of the competition deadlines, I was unable to attend classes on the above-mentioned dates. Therefore, I kindly request your **approval for the leave** and to **consider granting attendance** for these days.

I assure you that I will compensate for the missed academic work and continue to maintain my performance in the department.

I sincerely request your kind consideration.

Thank you.

Yours faithfully,

**Siddhi Tiwari**

Reg. No.: 23ETEE003039

EEE – 3rd Year

MSRUAS