***EMAIL WRITING***

From: [souravgoel9091@gmail.com](mailto:souravgoel9091@gmail.com)

To: [rohit\_tiwari@kiit.ac.in](mailto:rohit_tiwari@kiit.ac.in)

CC: [dean@kiit.ac.in](mailto:dean@kiit.ac.in)

Subject :- Request for leave form classes for republic day rehearsal

Respected Sir,

I hope this email finds you well. As you know, Republic Day is fast approaching and our school has organized a celebration on the day. I am writing to request your permission to grant me leave from classes on 20/01/2023 to 25/01/2023 for the rehearsal.

We have been selected to participate in the cultural program and it is an honor for us to represent our college on this important occasion. However, attending classes during the rehearsal would be difficult for me to manage as the timing of the rehearsal is during our regular class hours.

We would like to assure you that we take our studies seriously, and we understand the importance of maintaining good academic standing. Therefore, we will make sure that our studies are not hampered while we work towards putting up a great show for the Republic Day celebrations.

Sincerely,

Srinivas Padhi (2128097)

Sourav Goel (2128094)

Soumyadeep Pal (2128093)

Soumadeep Mitra (2128091)

Sk Asif Hossain (2128089)