

Veltech University

Department of Computer Science
Chennai, Tamil Nadu

September 12, 2025

Subject: Request for Leave

Respected [Manager/Principal's Name],

I hope this message finds you well. I am writing to formally request leave from [start date] to [end date] due to [brief reason – e.g., personal reasons, medical appointment, family commitment].

I will ensure that all my responsibilities are managed appropriately during my absence. If needed, I am happy to assist in handing over any tasks or provide updates before I leave.

I kindly request you to consider my application and grant me leave for the mentioned period.

Thank you for your understanding and support.

Sincerely,

Aman

[Your designation/class/ID if applicable]
