

Veltech University

Department of Computer Science
Chennai, Tamil Nadu

September 12, 2025

<div style="position: relative; min-height: 100vh;">

<div style="position: fixed; top: 50%; left: 50%; transform: translate(-50%, -50%); z-index: -1; opacity: 0.3; pointer-events: none; width: 250px; height: 250px;">

</div>

<div style="position: relative; z-index: 1; padding: 20px;">

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]
I will ensure that all my responsibilities are managed appropriately during my absence. If needed, I am
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]

</div>
</div>